



## Slide 1 - of 62



# Workers' Compensation Medicare Set-Aside Portal (WCMSAP) Login and User Maintenance

Version 3.1, 3/31/2013  
CMS reserves the right to modify this presentation. To ensure you have the most current version, verify that the version and date on this page match the version and date on the corresponding page of the PDF currently available on <http://www.cms.gov/Medicare/Medicare.html>.

**Slide notes**

Welcome to the Workers' Compensation Medicare Set-Aside Portal (WCMSAP) Login and User Maintenance course.

As a reminder, you may view the slide number you are on by clicking on the moving cursor.

Additionally, you can view the narration by clicking the Closed Captioning [CC] button in the lower right hand corner of the screen.

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## Disclaimer

While all information in this document is believed to be correct at the time of writing, this Computer Based Training (CBT) is for educational purposes only and does not constitute official Centers for Medicare & Medicaid Services (CMS) instructions for the WCMSAP. All affected entities are responsible for following the applicable CMS instructions found at the following link:

<http://www.cms.gov/WorkersCompAgencyServices/>.

## Slide notes

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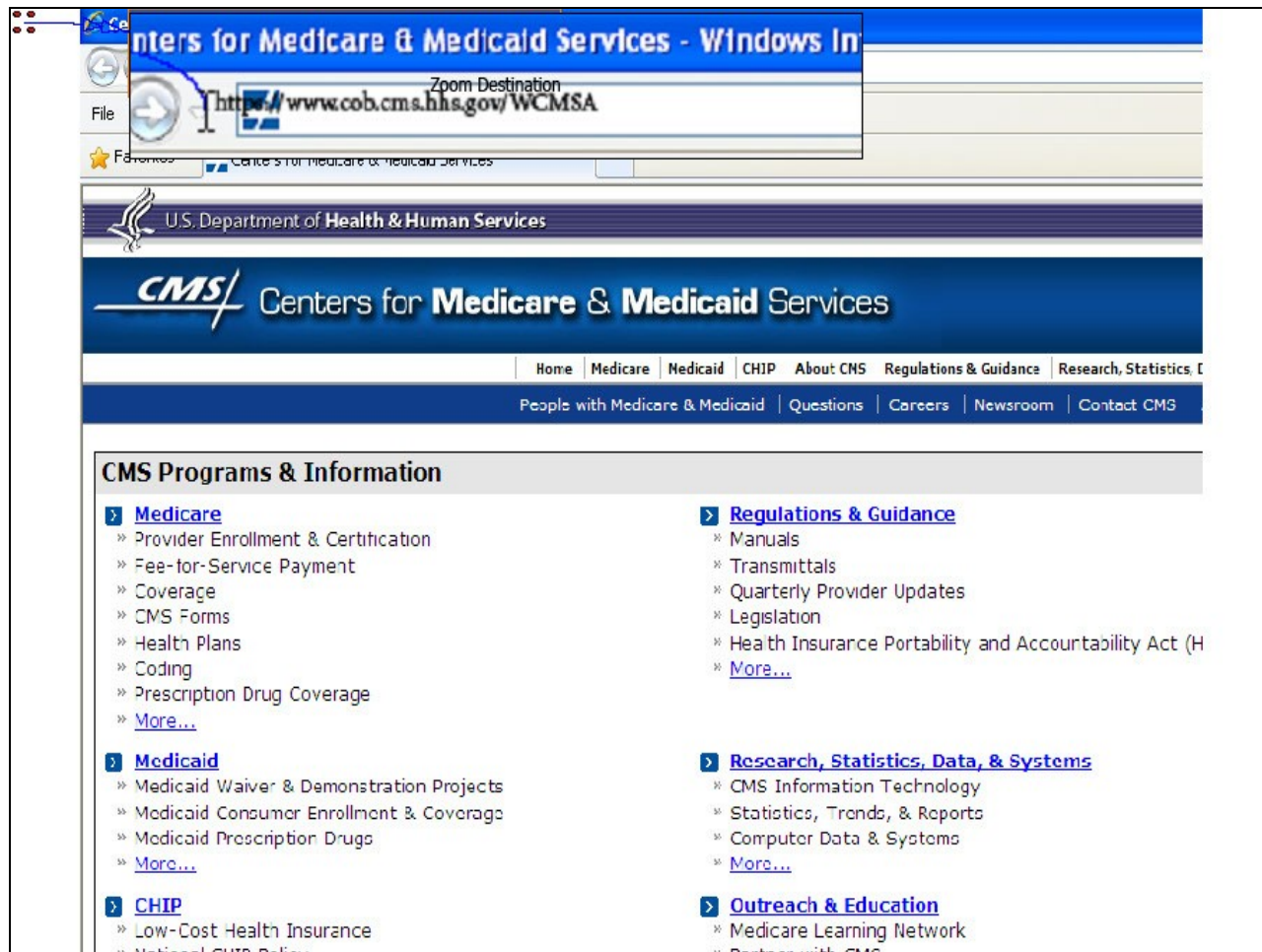
## Course Overview

- WCMSAP login
  - Forgotten Login Identification (ID)
  - Forgotten password
- Account Settings
  - Update personal information
  - View account activity
  - Change password

**Slide notes**

This course will demonstrate how to login to the WCMSAP, how to retrieve a forgotten Login Identification (ID), how to retrieve a forgotten password, and Account Setting options including updating personal information, viewing account activity, and changing a password.



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## Slide notes

In order to login, you must go to the WCMSAP Web site found at the following URL:  
<https://www.cob.cms.hhs.gov/WCMSA>.

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**Workers' Compensation Medicare Set-Aside Web Portal**

**Login Warning** [Print this page](#)

**UNAUTHORIZED ACCESS TO THIS COMPUTER SYSTEM IS PROHIBITED BY LAW**

This web site is maintained by the U.S. Government and is protected by federal law. Use of this computer system without authority or in excess of granted authority, such as access through use of another's Login ID and/or password, may be in violation of federal law, including the False Claims Act, the Computer Fraud and Abuse Act and other relevant provisions of federal civil and criminal law. Violators may be subject to administrative disciplinary action and civil and criminal penalties including civil monetary penalties.

For site security purposes we employ software programs to monitor and identify unauthorized access, unauthorized attempts to upload or change information, or attempts to otherwise cause damage. In the event of authorized law enforcement investigations, and pursuant to any required legal process, information from these sources may be used to help identify an individual and may be used for administrative, criminal or other adverse action.

**Privacy Act Statement**

The collection of this information is authorized by 42 U.S.C. 1395y(b)(5). The information collected will be used to identify and recover past mistaken Medicare primary payments and to prevent Medicare from making mistakes in the future for those Medicare Secondary Payer situations that continue to exist.

**Attestation of Information**

I have submitted all relevant information obtained and/or have knowledge of regarding this claimant, that was generated at any time on or after the Date of Incident (DOI) for the alleged accident/illness/injury/incident at issue, and has been included as part of this submission of the proposed amount for this WCMSA to the Centers for Medicare & Medicaid Services.

The information provided is complete, truthful, accurate, and meets all requirements set forth to use this process; and, I have read and understand all of the Centers for Medicare & Medicaid Services information at <http://www.cms.gov/WorkersCompAgencyServices/>

LOG OFF IMMEDIATELY if you do not agree to the conditions stated in this warning.

[I Accept](#)

[Decline](#)

## Slide notes

Each time you visit the WCMSAP Web site, the Login Warning page will display the Data Use Agreement (DUA). The DUA provides information about WCMSAP security measures including access, penalty and privacy laws. The Login Warning page can be printed by clicking the [Print this Page] link in the upper right corner of the page.



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**Workers' Compensation Medicare Set-Aside Web Portal**

**Login Warning** [Print this page](#)

**UNAUTHORIZED ACCESS TO THIS COMPUTER SYSTEM IS PROHIBITED BY LAW**

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For site security purposes we employ software programs to monitor and identify unauthorized access, unauthorized attempts to upload or change information, or attempts to otherwise cause damage. In the event of authorized law enforcement investigations, and pursuant to any required legal process, information from these sources may be used to help identify an individual and may be used for administrative, criminal or other adverse action.

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The collection of this information is authorized by 42 U.S.C. 1395(b)(5). The information collected will be used to identify and recover past mistaken Medicare primary payments and to prevent Medicare from making mistakes in the future for those Medicare Secondary Payer situations that continue to exist.

**Attestation of Information**

I have submitted all relevant information obtained and/or have knowledge of regarding this claimant, that was generated at any time on or after the Date of Incident (DOI) for the alleged accident/illness/injury incident at issue, and has been included as part of this submission of the proposed amount for this WCMSA to the Centers for Medicare & Medicaid Services.

The information provided is complete, truthful, accurate, and meets all requirements set forth to use this process; and, I have read and understand all of the Centers for Medicare & Medicaid Services information at <http://www.cms.gov/WorkersCompAgencyServices/>

LOG OFF IMMEDIATELY if you do not agree to the conditions stated in this warning.

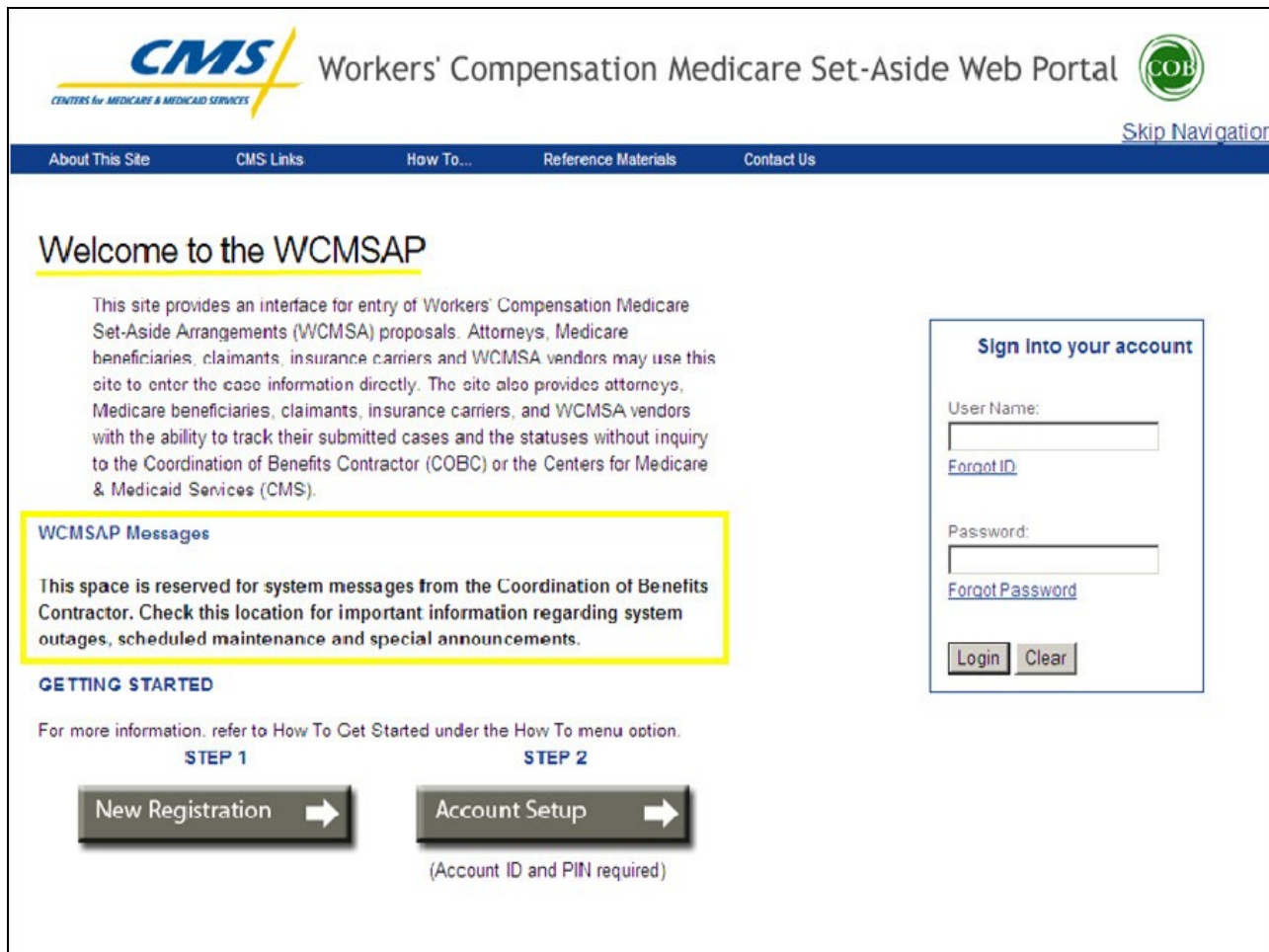
[I Accept](#)

[Decline](#)

## Slide notes

You must review the DUA and click the [I Accept] link at the bottom of the page to continue otherwise you will be denied access to the WCMSAP site.

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The screenshot shows the 'Workers' Compensation Medicare Set-Aside Web Portal' (WCMSAP). The header includes the CMS logo and the COB logo. A navigation bar contains links: 'About This Site', 'CMS Links', 'How To...', 'Reference Materials', and 'Contact Us'. The main content area is titled 'Welcome to the WCMSAP' and contains a paragraph explaining the site's purpose. To the right is a 'Sign Into your account' box with fields for 'User Name' and 'Password', and links for 'Forgot ID' and 'Forgot Password'. Below the welcome message is a 'WCMSAP Messages' section, which is highlighted with a yellow border. It states that this space is reserved for system messages from the Coordination of Benefits Contractor. Below this is a 'GETTING STARTED' section with a note to refer to 'How To Get Started' under the 'How To' menu option. It then lists two steps: 'STEP 1' with a 'New Registration' button and 'STEP 2' with an 'Account Setup' button. A note below the buttons states '(Account ID and PIN required)'.

**CMS** Workers' Compensation Medicare Set-Aside Web Portal **COB**

[Skip Navigation](#)

[About This Site](#) [CMS Links](#) [How To...](#) [Reference Materials](#) [Contact Us](#)

## Welcome to the WCMSAP

This site provides an interface for entry of Workers' Compensation Medicare Set-Aside Arrangements (WCMSA) proposals. Attorneys, Medicare beneficiaries, claimants, insurance carriers and WCMSA vendors may use this site to enter the case information directly. The site also provides attorneys, Medicare beneficiaries, claimants, insurance carriers, and WCMSA vendors with the ability to track their submitted cases and the statuses without inquiry to the Coordination of Benefits Contractor (COBC) or the Centers for Medicare & Medicaid Services (CMS).

### WCMSAP Messages

This space is reserved for system messages from the Coordination of Benefits Contractor. Check this location for important information regarding system outages, scheduled maintenance and special announcements.

### GETTING STARTED

For more information, refer to How To Get Started under the How To menu option.

**STEP 1** **STEP 2**

New Registration ➔ Account Setup ➔

(Account ID and PIN required)

**Sign Into your account**

User Name:

[Forgot ID](#)

Password:



[Forgot Password](#)

## Slide notes

The WCMSAP Welcome page will display.

The "WCMSAP Message" section of this screen will be used to keep you informed of upcoming events, maintenance or other system-specific information.

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**Workers' Compensation Medicare Set-Aside Web Portal**

About This Site   CMS Links   How To...   Reference Materials   Contact Us   [Skip Navigation](#)

## Welcome to the WCMSAP

This site provides an interface for entry of Workers' Compensation Medicare Set-Aside Arrangements (WCMSA) proposals. Attorneys, Medicare beneficiaries, claimants, insurance carriers and WCMSA vendors may use this site to enter the case information directly. The site also provides attorneys, Medicare beneficiaries, claimants, insurance carriers, and WCMSA vendors with the ability to track their submitted cases and the statuses without inquiry to the Coordination of Benefits Contractor (COBC) or the Centers for Medicare & Medicaid Services (CMS).

### WCMSAP Messages

This space is reserved for system messages from the Coordination of Benefits Contractor. Check this location for important information regarding system outages, scheduled maintenance and special announcements.

### GETTING STARTED

For more information, refer to How To Get Started under the How To menu option.

**STEP 1**

New Registration ➔

**STEP 2**

Account Setup ➔

(Account ID and PIN required)

**Sign into your account**

User Name:

[Forgot ID](#)

Password:

[Forgot Password](#)


Login   Clear

## Slide notes

You must enter your Login ID in the User Name field and your password in the Password field and click Login to sign into your WCMSAP account.



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**CMS** Workers' Compensation Medicare Set-Aside Web Portal 

[Skip Navigation](#)

[About This Site](#) [CMS Links](#) [How To...](#) [Reference Materials](#) [Contact Us](#)

## Welcome to the WCMSAP

This site provides an interface for entry of Workers' Compensation Medicare Set-Aside Arrangements (WCMSA) proposals. Attorneys, Medicare beneficiaries, claimants, insurance carriers and WCMSA vendors may use this site to enter the case information directly. The site also provides attorneys, Medicare beneficiaries, claimants, insurance carriers, and WCMSA vendors with the ability to track their submitted cases and the statuses without inquiry to the Coordination of Benefits Contractor (COBC) or the Centers for Medicare & Medicaid Services (CMS).

### WCMSAP Messages

This space is reserved for system messages from the Coordination of Benefits Contractor. Check this location for important information regarding system outages, scheduled maintenance and special announcements.

### GETTING STARTED

For more information, refer to How To Get Started under the How To menu option.

**STEP 1** **STEP 2**

**New Registration** → **Account Setup** →

(Account ID and PIN required)

#### Sign into your account

User Name:

[Forgot ID](#)

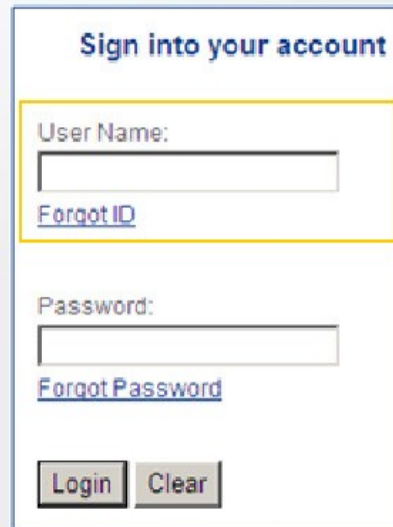
Password:

[Forgot Password](#)

## Slide notes

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## Retrieve Forgotten User Name/Login ID



A login form titled "Sign into your account" is centered on the slide. The form has a blue border. Inside, there is a yellow-bordered box containing the "User Name:" label, a text input field, and a blue link labeled "Forgot ID". Below this box, there is a "Password:" label, another text input field, and a blue link labeled "Forgot Password". At the bottom of the form are two buttons: "Login" and "Clear".

Sign into your account

User Name:  
  
[Forgot ID](#)

Password:  
  
[Forgot Password](#)

## Slide notes

## Slide 11 - of 62

The screenshot shows the homepage of the Workers' Compensation Medicare Set-Aside Web Portal (WCMSAP). The header includes the CMS logo (Centers for Medicare & Medicaid Services) and the COB logo (Coordination of Benefits). The main title is "Workers' Compensation Medicare Set-Aside Web Portal". A navigation bar contains links: "About This Site", "CMS Links", "How To...", "Reference Materials", and "Contact Us". A "Skip Navigation" link is also present.

## Welcome to the WCMSAP

This site provides an interface for entry of Workers' Compensation Medicare Set-Aside Arrangements (WCMSA) proposals. Attorneys, Medicare beneficiaries, claimants, insurance carriers and WCMSA vendors may use this site to enter the case information directly. The site also provides attorneys, Medicare beneficiaries, claimants, insurance carriers, and WCMSA vendors with the ability to track their submitted cases and the statuses without inquiry to the Coordination of Benefits Contractor (COBC) or the Centers for Medicare & Medicaid Services (CMS).

### WCMSAP Messages

This space is reserved for system messages from the Coordination of Benefits Contractor. Check this location for important information regarding system outages, scheduled maintenance and special announcements.

### GETTING STARTED

For more information, refer to How To Get Started under the How To menu option.

**STEP 1**

**New Registration** ➔

**STEP 2**

**Account Setup** ➔

(Account ID and PIN required)

**Sign into your account**

User Name:

[Forgot ID](#)

Password:

[Forgot Password](#)

## Slide notes

If you forget your User Name/Login ID, you must click the Forgot ID link in the Account Sign-in box.

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The screenshot shows a web portal interface. At the top left is the CMS logo with the text 'CENTERS for MEDICARE & MEDICAID SERVICES'. To its right is the title 'Workers' Compensation Medicare Set-Aside Web Portal' and a COB logo. A navigation bar below the title contains links: 'About This Site', 'CMS Links', 'How To...', 'Reference Materials', and 'Contact Us'. On the right side of the navigation bar is a 'Skip Navigation' link. The main content area is titled 'Forgot Login ID' with a yellow underline. Below the title, a message states: 'An asterisk (\*) indicates a required field.' To the right of this message is a 'QUICK HELP' button with a link 'Help About This Page'. The main form field is labeled 'Enter your E-mail address: \*' followed by a text input box. Below the input box are two buttons: 'Cancel' and 'Continue'.

**Forgot Login ID**

An asterisk (\*) indicates a required field.

QUICK HELP  
[Help About This Page](#)

Enter your E-mail address: \*

## Slide notes

When the Forgot Login ID page displays, enter the e-mail address provided during registration and click Continue.

## Slide 13 - of 62

The screenshot shows a web portal interface for the CMS (Centers for Medicare & Medicaid Services). The header includes the CMS logo, the text 'Workers' Compensation Medicare Set-Aside Web Portal', and a 'COB' logo. A navigation bar contains links: 'About This Site', 'CMS Links', 'How To...', 'Reference Materials', and 'Contact Us'. A 'Skip Navigation' link is also present. The main heading is 'Forgot Login ID'. Below it, a note states: 'An asterisk (\*) indicates a required field.' To the right is a 'QUICK HELP' box with a link 'Help About This Page'. The main form area has a label 'Enter your E-mail address: \*' followed by a text input field containing 'jsmith@abc.com'. A blue curved arrow points from the 'Continue' button to the asterisk in the label. At the bottom left are 'Cancel' and 'Continue' buttons.

**CMS** Workers' Compensation Medicare Set-Aside Web Portal **COB**

[Skip Navigation](#)

[About This Site](#) [CMS Links](#) [How To...](#) [Reference Materials](#) [Contact Us](#)

## Forgot Login ID

An asterisk (\*) indicates a required field.

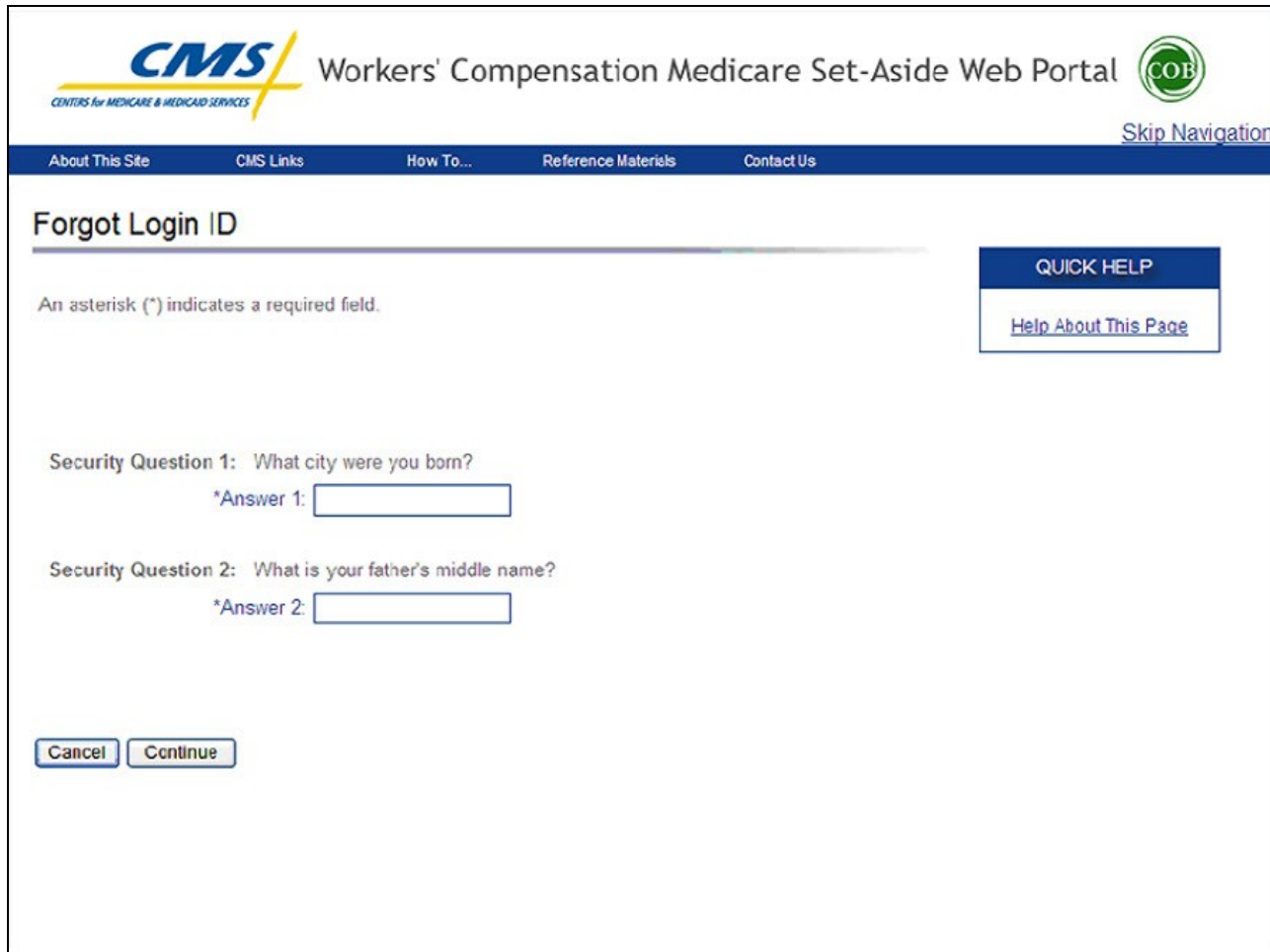
**QUICK HELP**  
[Help About This Page](#)

Enter your E-mail address: \*

## Slide notes



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The screenshot shows the 'Forgot Login ID' page of the CMS Workers' Compensation Medicare Set-Aside Web Portal. The page header includes the CMS logo, the portal title, and a COB logo. A navigation bar contains links: 'About This Site', 'CMS Links', 'How To...', 'Reference Materials', and 'Contact Us'. A 'Skip Navigation' link is also present. The main content area is titled 'Forgot Login ID' and includes a note: 'An asterisk (\*) indicates a required field.' To the right is a 'QUICK HELP' box with a link to 'Help About This Page'. Below the note are two security questions: 'Security Question 1: What city were you born?' and 'Security Question 2: What is your father's middle name?'. Each question has a text input field labeled '\*Answer 1:' and '\*Answer 2:' respectively. At the bottom left are 'Cancel' and 'Continue' buttons.

## Slide notes


The page then re-displays with the two Security Questions you selected during the registration process.

Correctly answer each of your pre-selected Security Questions, then click Continue to submit the Forgotten ID request.

If the information you entered is correct, your Login ID will be sent via e-mail.

## Slide 15 - of 62

The screenshot shows the 'Forgot Login ID' page of the CMS Workers' Compensation Medicare Set-Aside Web Portal. The page header includes the CMS logo, the portal title, and a COB logo. A navigation bar contains links for 'About This Site', 'CMS Links', 'How To...', 'Reference Materials', and 'Contact Us'. A 'Skip Navigation' link is also present. The main content area is titled 'Forgot Login ID' and includes a note: 'An asterisk (\*) indicates a required field.' To the right, there is a 'QUICK HELP' button and a link to 'Help About This Page'. The page contains two security questions with input fields: 'Security Question 1: What city were you born?' with the answer 'Baltimore', and 'Security Question 2: What is your father's middle name?' with the answer 'Lee'. At the bottom, there are 'Cancel' and 'Continue' buttons. A blue arrow points to the 'Continue' button.

**CMS** Workers' Compensation Medicare Set-Aside Web Portal 

[Skip Navigation](#)

[About This Site](#) [CMS Links](#) [How To...](#) [Reference Materials](#) [Contact Us](#)

## Forgot Login ID

An asterisk (\*) indicates a required field.


**QUICK HELP**  
[Help About This Page](#)

Security Question 1: What city were you born?  
\*Answer 1:

Security Question 2: What is your father's middle name?  
\*Answer 2:

## Slide notes

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**CMS** Workers' Compensation Medicare Set-Aside Web Portal  [Skip Navigation](#)

[About This Site](#) [CMS Links](#) [How To...](#) [Reference Materials](#) [Contact Us](#)

## Forgot Login ID

An asterisk (\*) indicates a required field.

**QUICK HELP**  
[Help About This Page](#)

Security Question 1: What city were you born?  
\*Answer 1:

Security Question 2: What is your father's middle name?  
\*Answer 2:

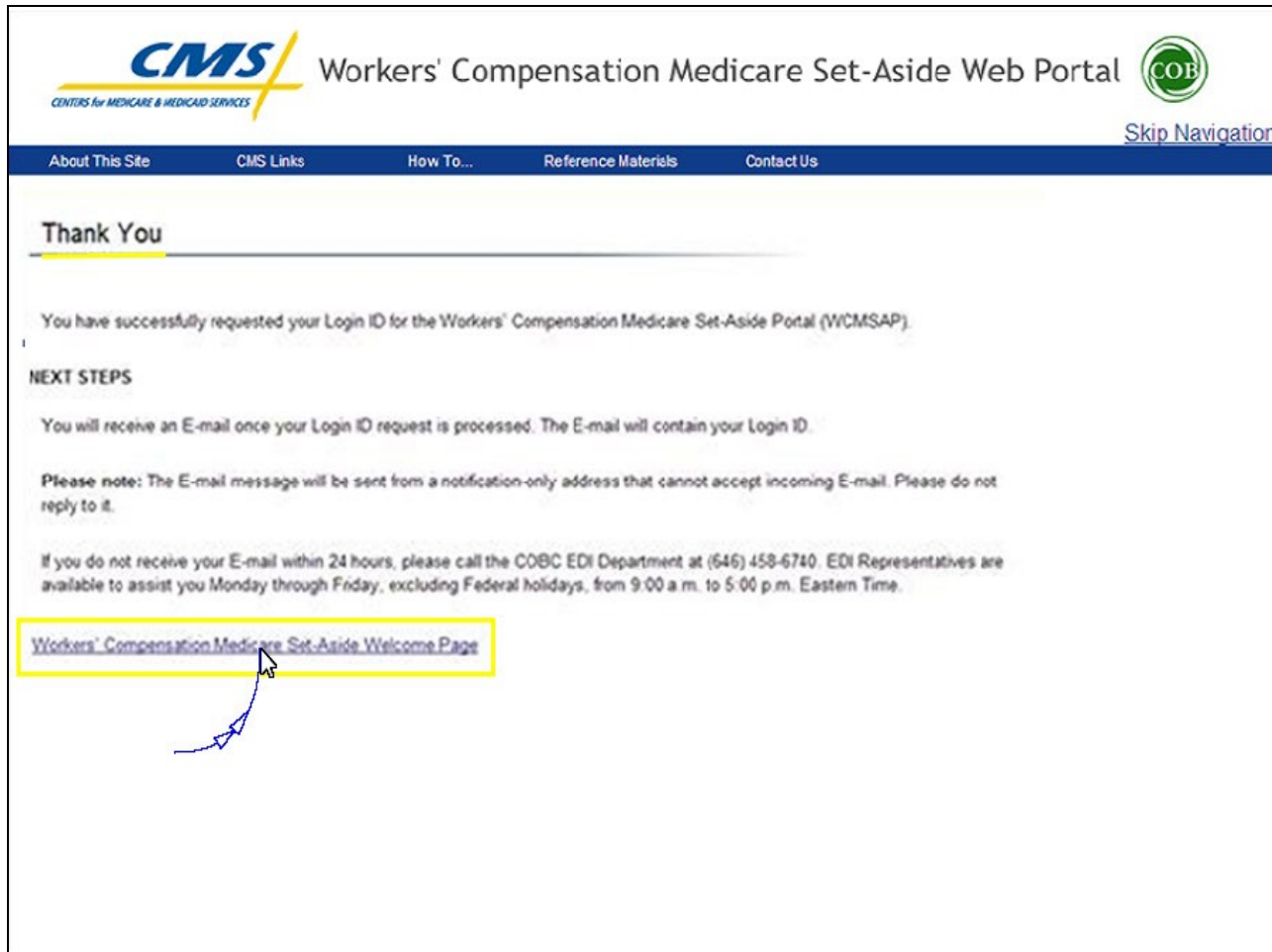
If you cannot remember the answers to your Security Questions, contact a COBC EDI Representative.

**Slide notes**

If an error is received indicating that the answers are incorrect, check your answers and re-enter, if necessary.

If you cannot remember the answers to your Security Questions, contact a Coordination of Benefits Contractor (COBC) Electronic Data Interchange (EDI) Representative.

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## Slide notes

If the information entered is correct, the Thank You page displays.

This page confirms that you have successfully requested your Login ID.

Click the Workers' Compensation Medicare Set-Aside Welcome Page link to return to the Welcome page.

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**CMS** Workers' Compensation Medicare Set-Aside Web Portal 

[Skip Navigation](#)

[About This Site](#) [CMS Links](#) [How To...](#) [Reference Materials](#) [Contact Us](#)

## Welcome to the WCMSAP

This site provides an interface for entry of Workers' Compensation Medicare Set-Aside Arrangements (WCMSA) proposals. Attorneys, Medicare beneficiaries, claimants, insurance carriers and WCMSA vendors may use this site to enter the case information directly. The site also provides attorneys, Medicare beneficiaries, claimants, insurance carriers, and WCMSA vendors with the ability to track their submitted cases and the statuses without inquiry to the Coordination of Benefits Contractor (COBC) or the Centers for Medicare & Medicaid Services (CMS).

**WCMSAP Messages**

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**GETTING STARTED**

For more information, refer to How To Get Started under the How To menu option.

**STEP 1** **STEP 2**

**New Registration** ➔ **Account Setup** ➔

(Account ID and PIN required)

**Sign Into your account**

User Name:

[Forgot ID](#)

Password:

[Forgot Password](#)

If you do not receive an e-mail within 24 hours, contact a COBC EDI representative.

## Slide notes

You will then receive an e-mail containing your Login ID.

The Login ID will be sent to the e-mail address provided during registration.

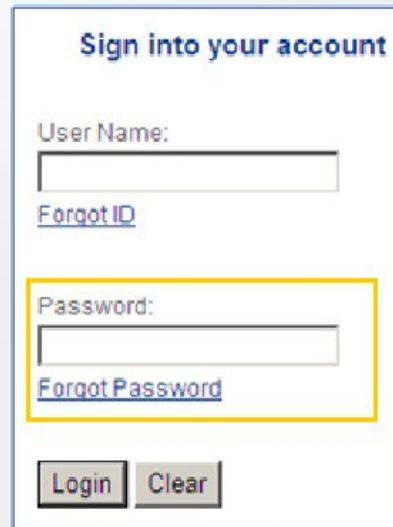
After receipt of the e-mail, return to the WCMSAP site and log in using your Login ID and password.

If you do not receive an e-mail within 24 hours, contact a COBC EDI representative.



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## Retrieve Forgotten Password



Sign into your account

User Name:

[Forgot ID](#)


Password:

[Forgot Password](#)

The image shows a login form titled "Sign into your account". It contains two text input fields: "User Name:" and "Password:". The "Password:" field is highlighted with a yellow border. Below the "User Name:" field is a link labeled "Forgot ID". Below the "Password:" field is a link labeled "Forgot Password". At the bottom of the form are two buttons: "Login" and "Clear".

## Slide notes

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**CMS** Workers' Compensation Medicare Set-Aside Web Portal 

[Skip Navigation](#)

[About This Site](#) [CMS Links](#) [How To...](#) [Reference Materials](#) [Contact Us](#)

## Welcome to the WCMSAP

This site provides an interface for entry of Workers' Compensation Medicare Set-Aside Arrangements (WCMSA) proposals. Attorneys, Medicare beneficiaries, claimants, insurance carriers and WCMSA vendors may use this site to enter the case information directly. The site also provides attorneys, Medicare beneficiaries, claimants, insurance carriers, and WCMSA vendors with the ability to track their submitted cases and the statuses without inquiry to the Coordination of Benefits Contractor (COBC) or the Centers for Medicare & Medicaid Services (CMS).

### WCMSAP Messages

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### GETTING STARTED

For more information, refer to How To Get Started under the How To menu option.

**STEP 1** **STEP 2**

**New Registration** → **Account Setup** →  
(Account ID and PIN required)

#### Sign into your account

User Name:

[Forgot ID](#)

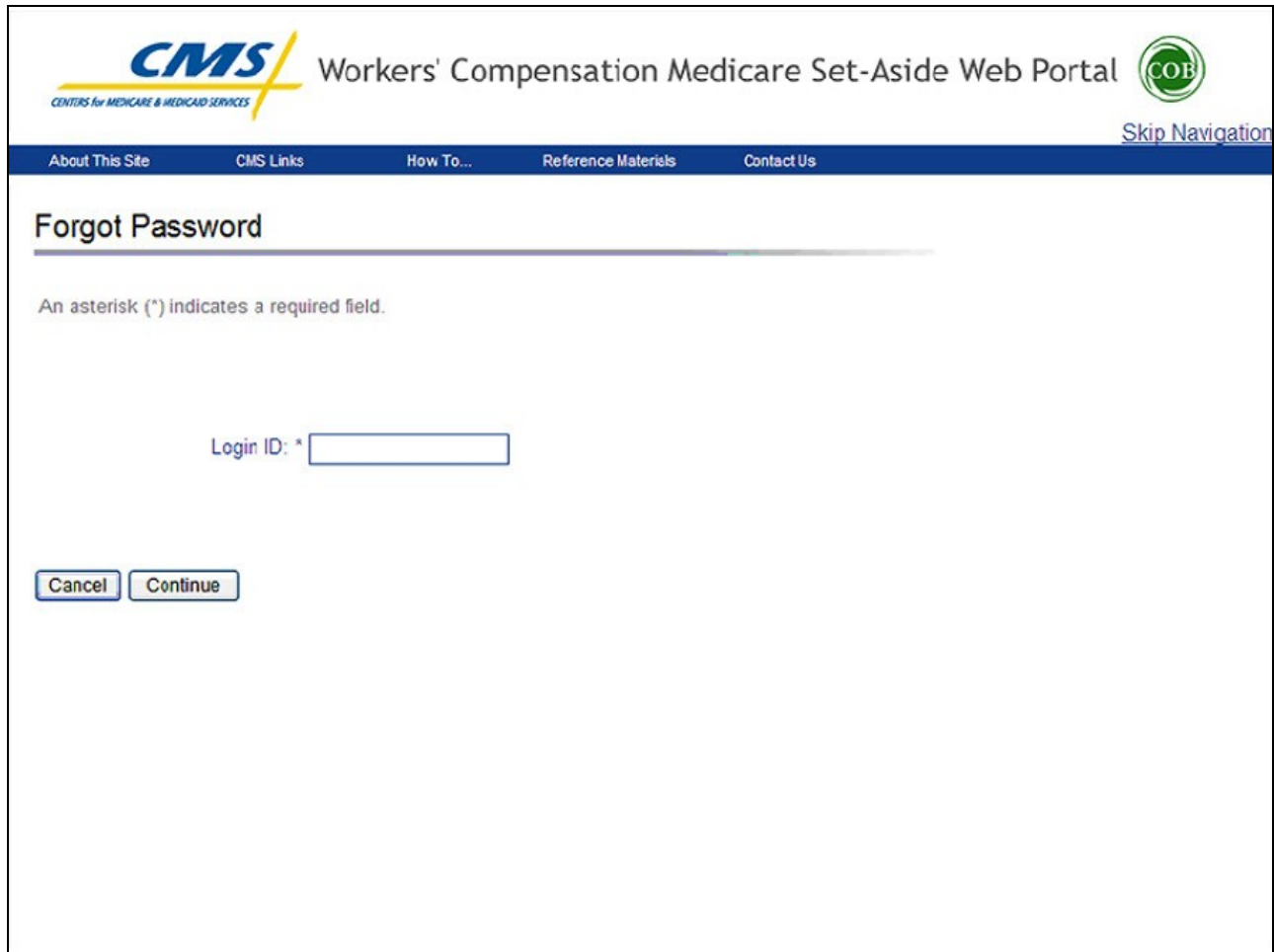
Password:

[Forgot Password](#)

## Slide notes

If you have forgotten your password, click the Forgot Password link, in the Account Sign-in box.

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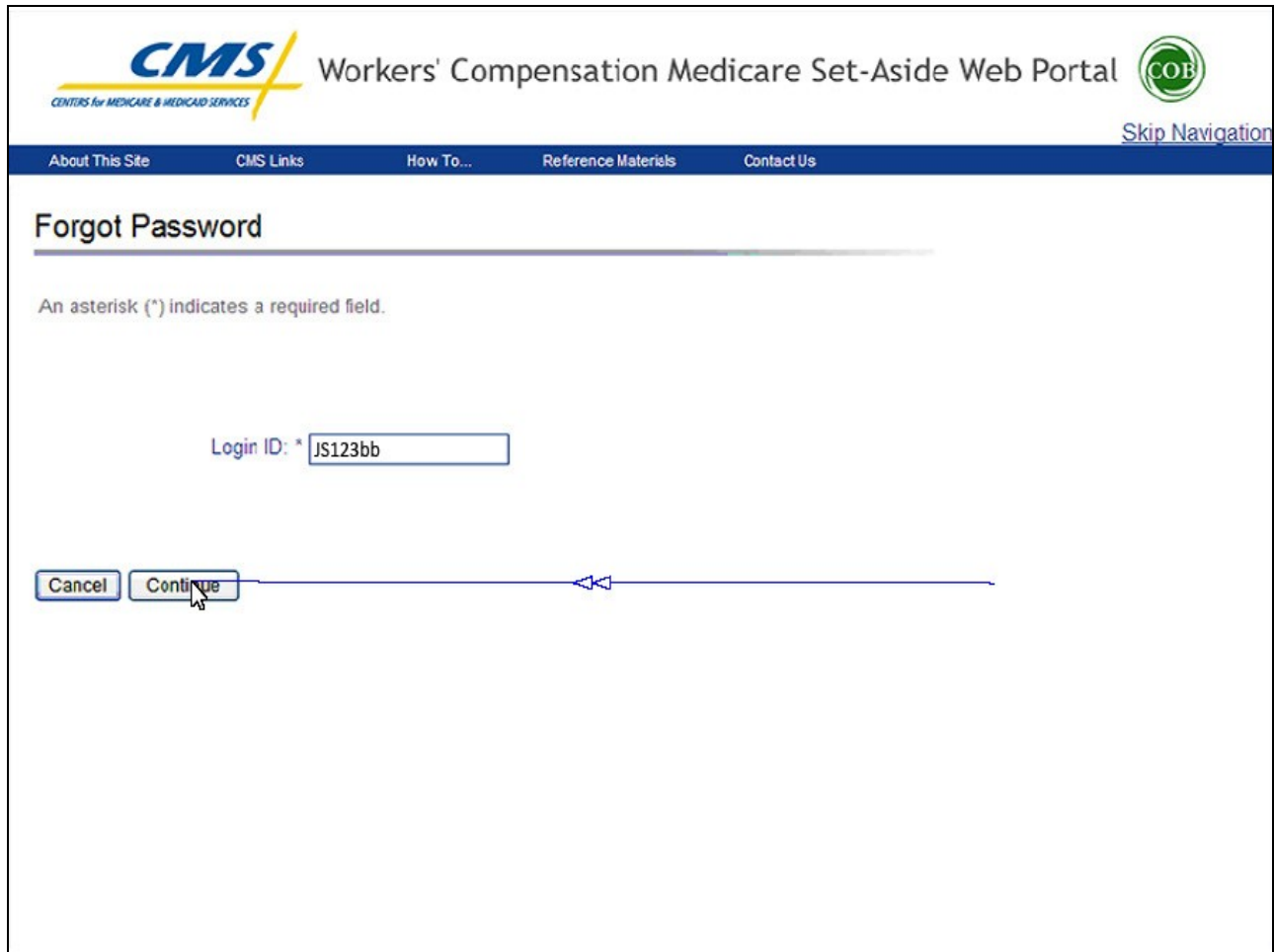


The screenshot shows the 'Forgot Password' page of the CMS Workers' Compensation Medicare Set-Aside Web Portal. The page header includes the CMS logo (Centers for Medicare & Medicaid Services) and the COB logo. A navigation bar contains links: About This Site, CMS Links, How To..., Reference Materials, and Contact Us. A 'Skip Navigation' link is also present. The main heading is 'Forgot Password'. Below it, a note states: 'An asterisk (\*) indicates a required field.' The form contains a single text input field labeled 'Login ID: \*'. At the bottom left, there are two buttons: 'Cancel' and 'Continue'.

## Slide notes

When the Forgot Password page displays, enter your Login ID and click Continue.

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The screenshot shows a web portal interface for the CMS (Centers for Medicare & Medicaid Services). The header includes the CMS logo, the text 'Workers' Compensation Medicare Set-Aside Web Portal', and a COB (Coordination of Benefits) logo. A navigation bar contains links: 'About This Site', 'CMS Links', 'How To...', 'Reference Materials', and 'Contact Us'. A 'Skip Navigation' link is also present. The main content area is titled 'Forgot Password'. Below the title, a message states: 'An asterisk (\*) indicates a required field.' The 'Login ID: \*' field is populated with 'JS123bb'. At the bottom, there are 'Cancel' and 'Continue' buttons. A blue arrow points from the 'Continue' button to the right.

**CMS** Workers' Compensation Medicare Set-Aside Web Portal COB

[Skip Navigation](#)

[About This Site](#) [CMS Links](#) [How To...](#) [Reference Materials](#) [Contact Us](#)

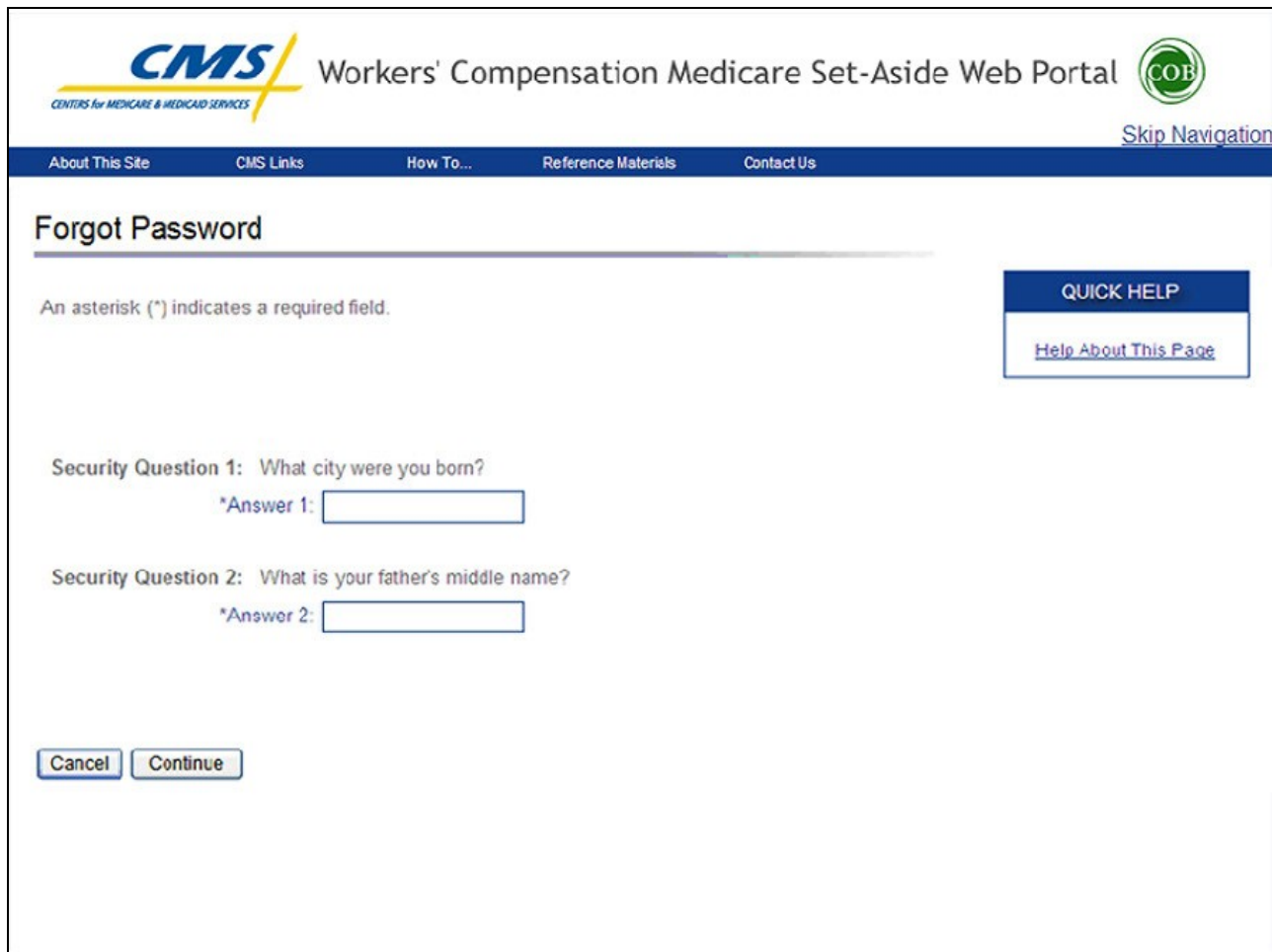
## Forgot Password

An asterisk (\*) indicates a required field.

Login ID: \*

## Slide notes

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The screenshot shows the 'Forgot Password' page of the CMS Workers' Compensation Medicare Set-Aside Web Portal. The page header includes the CMS logo (Centers for Medicare & Medicaid Services) and the COB logo. A navigation bar contains links: About This Site, CMS Links, How To..., Reference Materials, and Contact Us. A 'Skip Navigation' link is also present. The main heading is 'Forgot Password'. Below it, a note states: 'An asterisk (\*) indicates a required field.' To the right, there is a 'QUICK HELP' button and a link 'Help About This Page'. The page contains two security questions with input fields: 'Security Question 1: What city were you born?' with '\*Answer 1:' and 'Security Question 2: What is your father's middle name?' with '\*Answer 2:'. At the bottom, there are 'Cancel' and 'Continue' buttons.


## Slide notes

The page then re-displays with the two Security Questions you selected during the registration process.

Answer each of your pre-selected Security Questions, and click Continue to submit the Forgotten Password request.



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**CMS** Workers' Compensation Medicare Set-Aside Web Portal  [Skip Navigation](#)

[About This Site](#) [CMS Links](#) [How To...](#) [Reference Materials](#) [Contact Us](#)

## Forgot Password

An asterisk (\*) indicates a required field.

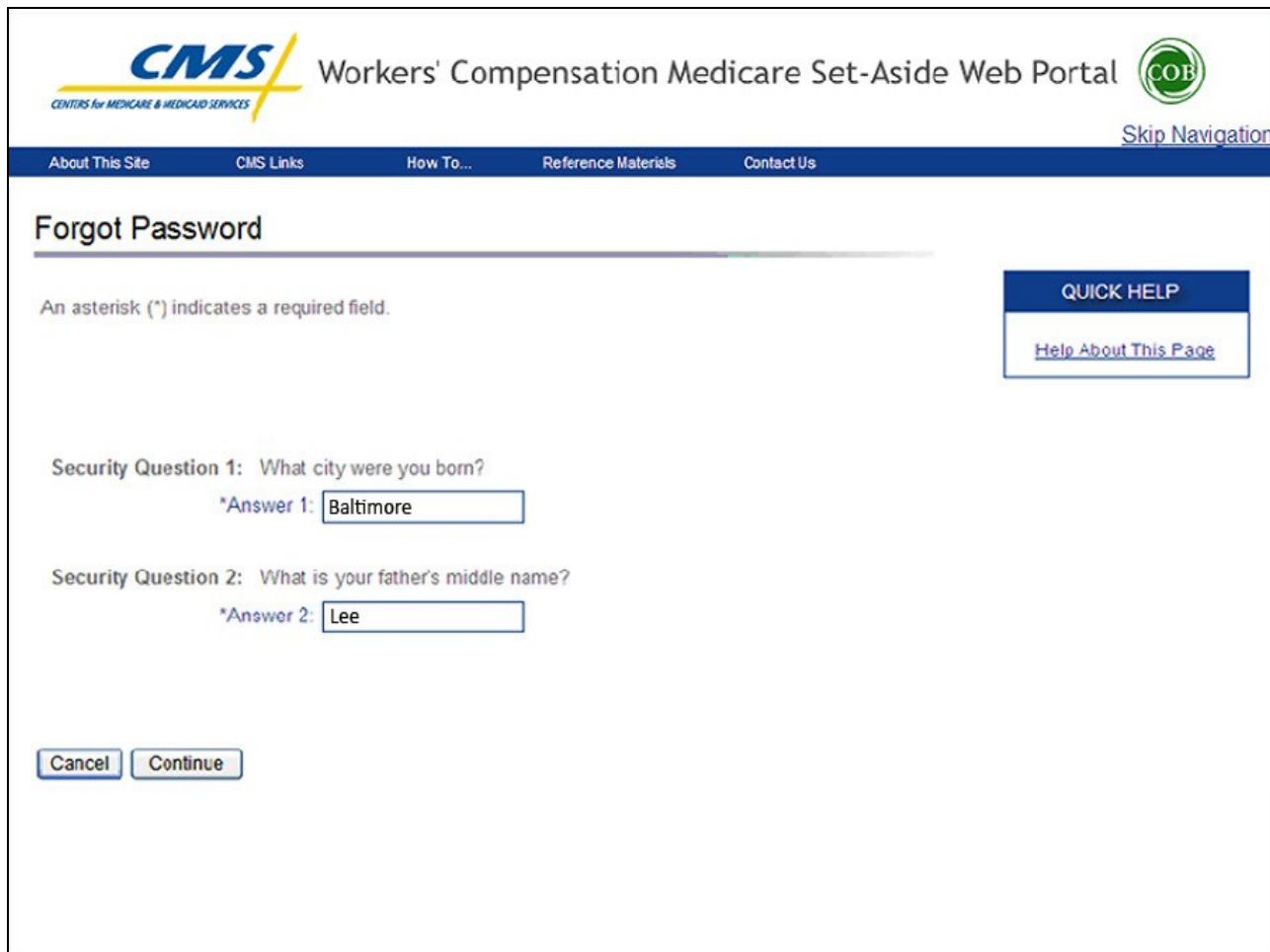
**QUICK HELP**  
[Help About This Page](#)

Security Question 1: What city were you born?  
\*Answer 1:


Security Question 2: What is your father's middle name?  
\*Answer 2:

## Slide notes

## Slide 25 - of 62



The screenshot shows the 'Forgot Password' page of the CMS Workers' Compensation Medicare Set-Aside Web Portal. The page header includes the CMS logo, the portal title, and a COB logo. A navigation bar contains links: 'About This Site', 'CMS Links', 'How To...', 'Reference Materials', and 'Contact Us'. A 'Skip Navigation' link is also present. The main content area is titled 'Forgot Password' and includes a note: 'An asterisk (\*) indicates a required field.' To the right is a 'QUICK HELP' box with a link to 'Help About This Page'. The page contains two security questions with input fields: 'Security Question 1: What city were you born?' with the answer 'Baltimore' and 'Security Question 2: What is your father's middle name?' with the answer 'Lee'. At the bottom are 'Cancel' and 'Continue' buttons.

**CMS** Workers' Compensation Medicare Set-Aside Web Portal 

[Skip Navigation](#)

[About This Site](#) [CMS Links](#) [How To...](#) [Reference Materials](#) [Contact Us](#)

## Forgot Password

An asterisk (\*) indicates a required field.

**QUICK HELP**  
[Help About This Page](#)

Security Question 1: What city were you born?  
\*Answer 1:

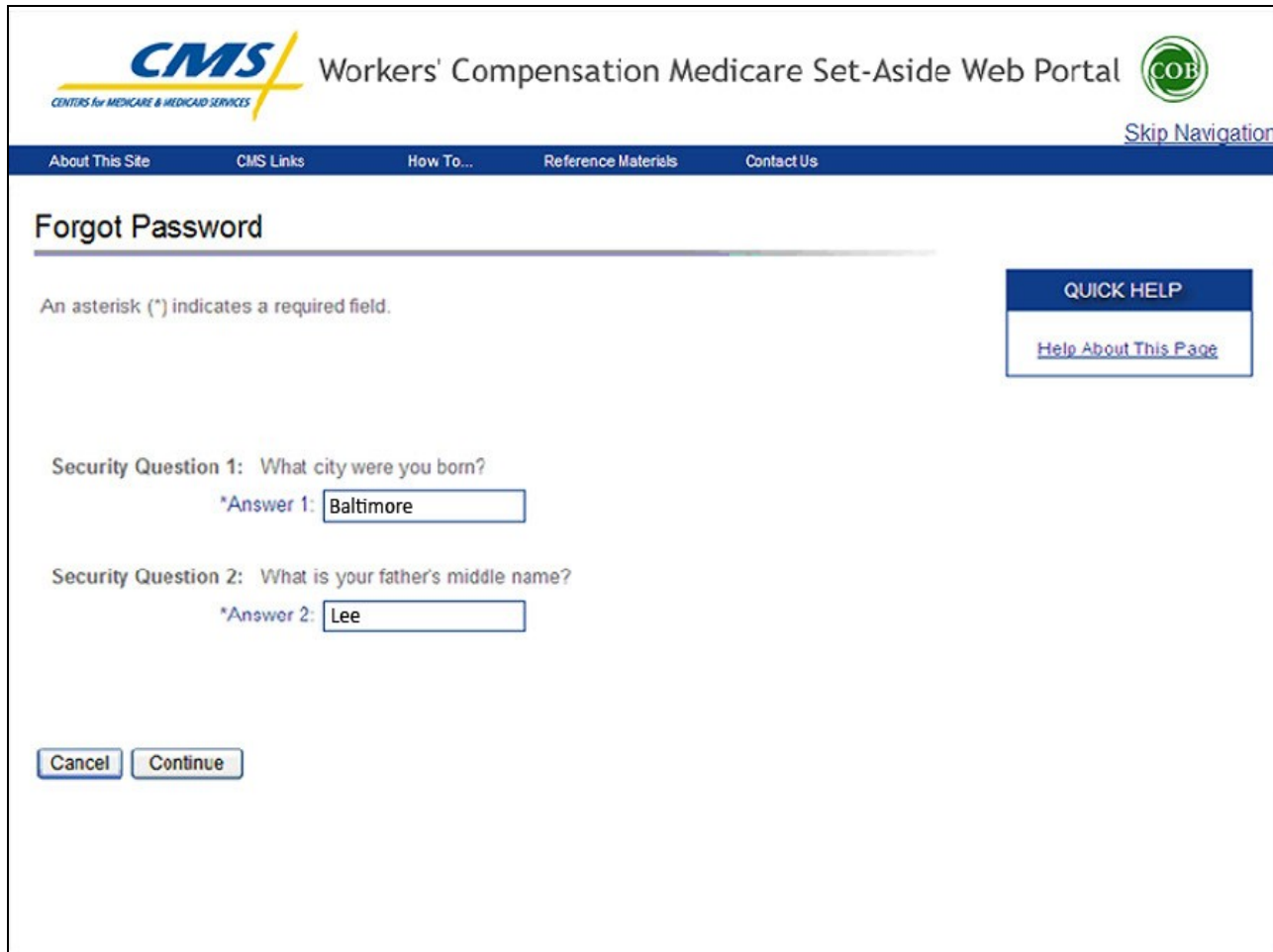
Security Question 2: What is your father's middle name?  
\*Answer 2:

**Slide notes**


If you receive an error indicating that your answers are incorrect, check your answers and re-enter them, if necessary.

If you cannot remember the answers to your Security Questions, contact a COBC EDI Representative.

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The screenshot shows the 'Forgot Password' page of the CMS Workers' Compensation Medicare Set-Aside Web Portal. The page header includes the CMS logo, the portal title, and a COB logo. A navigation bar contains links: About This Site, CMS Links, How To..., Reference Materials, and Contact Us. A 'Skip Navigation' link is also present. The main content area is titled 'Forgot Password' and includes a note: 'An asterisk (\*) indicates a required field.' To the right is a 'QUICK HELP' box with a link to 'Help About This Page'. The page contains two security questions with input fields: 'Security Question 1: What city were you born?' with the answer 'Baltimore', and 'Security Question 2: What is your father's middle name?' with the answer 'Lee'. At the bottom are 'Cancel' and 'Continue' buttons.

**CMS** Workers' Compensation Medicare Set-Aside Web Portal 

[Skip Navigation](#)

[About This Site](#) [CMS Links](#) [How To...](#) [Reference Materials](#) [Contact Us](#)

## Forgot Password

An asterisk (\*) indicates a required field.

**QUICK HELP**  
[Help About This Page](#)

Security Question 1: What city were you born?  
\*Answer 1:

Security Question 2: What is your father's middle name?  
\*Answer 2:

## Slide notes

If the information entered is correct, your new, temporary password will be sent via e-mail.

## Slide 27 - of 62



The screenshot shows the 'Thank You' page of the Workers' Compensation Medicare Set-Aside Web Portal. The page header includes the CMS logo (Centers for Medicare & Medicaid Services) and the COBC logo. A navigation bar contains links: About This Site, CMS Links, How To..., Reference Materials, and Contact Us. A 'Skip Navigation' link is also present. The main content area displays a 'Thank You' message, followed by a confirmation that the password for the Workers' Compensation Medicare Set-Aside Portal (WCMSAP) has been successfully reset. Below this, a 'NEXT STEPS' section informs the user that they will receive an E-mail with a temporary password and instructions. A 'Please note' section states that the E-mail will be sent from a notification-only address that cannot accept incoming E-mail, and users should not reply to it. A final note mentions that if the user does not receive their E-mail within 24 hours, they should call the COBC EDI Department at (646) 458-6740. A link to the 'Workers' Compensation Medicare Set-Aside Welcome Page' is provided. A callout box at the bottom right of the page states: 'If you do not receive an e-mail within 24 hours, contact a COBC EDI Representative.'

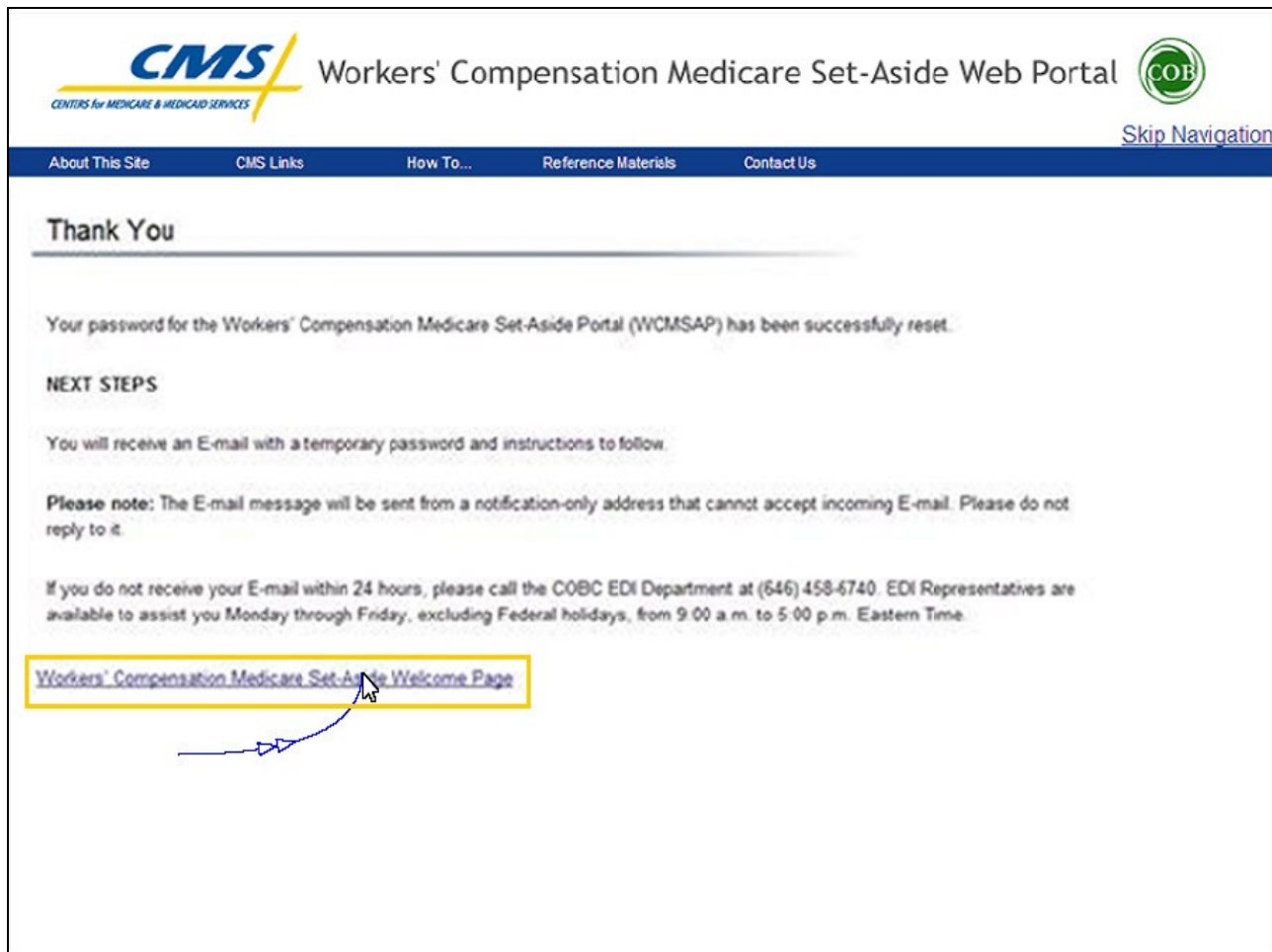
## Slide notes

The Thank You page displays if your answers are correct indicating that the system has generated a temporary password and sent it to your registered e-mail address.

The e-mail will include instructions to reset your password.

If you do not receive an e-mail within 24 hours, contact a COBC EDI Representative.

## Slide 28 - of 62



The screenshot displays the 'Workers' Compensation Medicare Set-Aside Web Portal'. At the top left is the CMS logo with the text 'CENTERS for MEDICARE & MEDICAID SERVICES'. To its right is the portal title 'Workers' Compensation Medicare Set-Aside Web Portal' and the COB logo. A 'Skip Navigation' link is in the top right. A blue navigation bar contains links: 'About This Site', 'CMS Links', 'How To...', 'Reference Materials', and 'Contact Us'. The main content area has a 'Thank You' heading. Below it, a message states: 'Your password for the Workers' Compensation Medicare Set-Aside Portal (WCMSAP) has been successfully reset.' This is followed by a 'NEXT STEPS' section. The first step says: 'You will receive an E-mail with a temporary password and instructions to follow.' A 'Please note:' section follows, stating: 'The E-mail message will be sent from a notification-only address that cannot accept incoming E-mail. Please do not reply to it.' Another note says: 'If you do not receive your E-mail within 24 hours, please call the COBC EDI Department at (646) 458-6740. EDI Representatives are available to assist you Monday through Friday, excluding Federal holidays, from 9:00 a.m. to 5:00 p.m. Eastern Time.' At the bottom, a link 'Workers' Compensation Medicare Set-Aside Welcome Page' is highlighted with a yellow box. A blue arrow points from the bottom left towards this link.

## Slide notes

Click the Workers' Compensation Medicare Set-Aside Welcome Page link to return to the Welcome page.

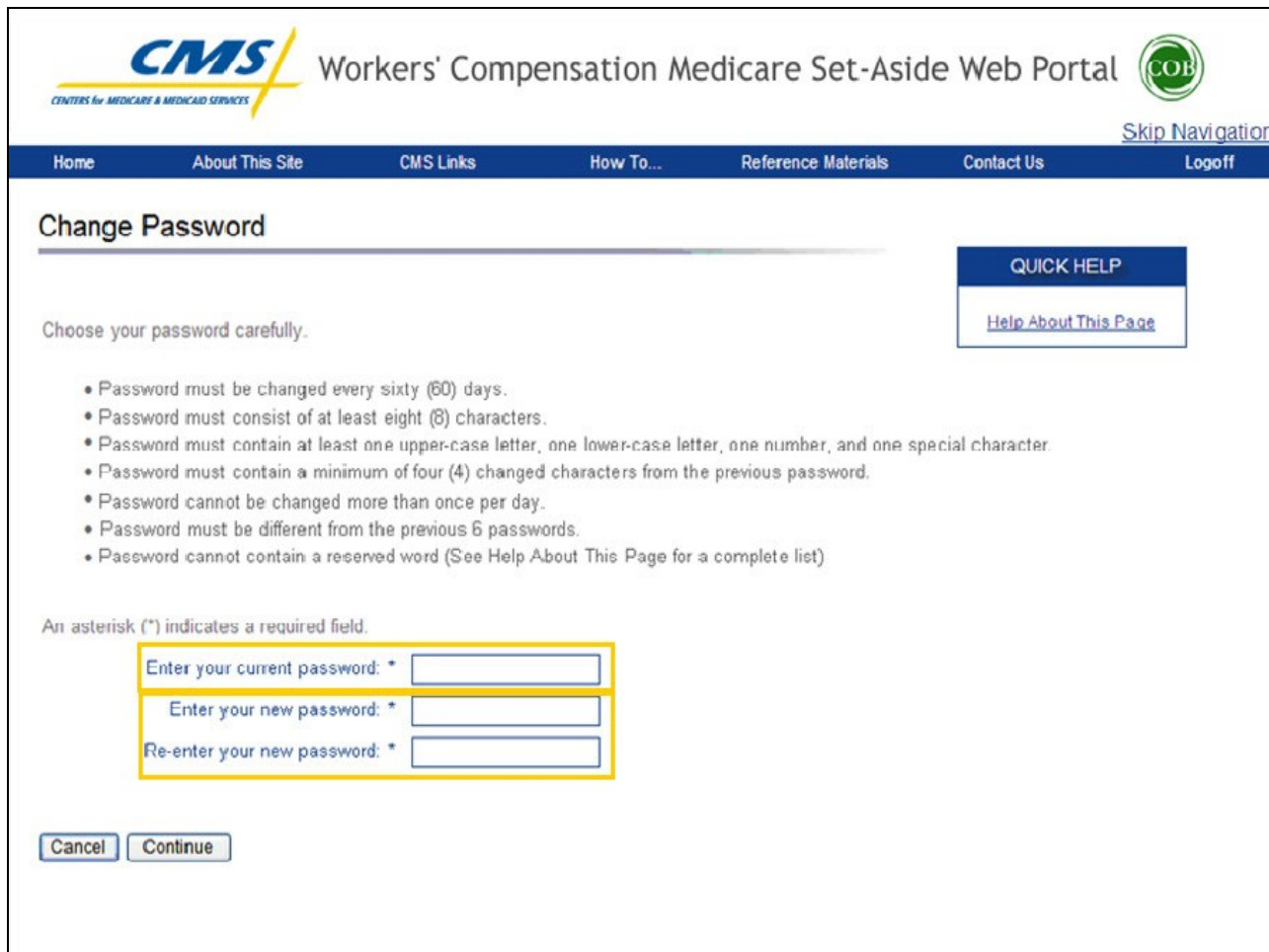


## Slide 29 - of 62


## Slide notes

You will be required to change your temporary password the next time you login to the WCMSAP.

## Slide 30 - of 62



The screenshot displays the 'Change Password' page of the CMS Workers' Compensation Medicare Set-Aside Web Portal. The page features a blue header with the CMS logo and navigation links. A 'QUICK HELP' box is present on the right. The main content area includes instructions for password requirements and three input fields for the current and new passwords, each marked with an asterisk to indicate they are required. 'Cancel' and 'Continue' buttons are at the bottom.

**CMS** Workers' Compensation Medicare Set-Aside Web Portal  [Skip Navigation](#)

[Home](#) [About This Site](#) [CMS Links](#) [How To...](#) [Reference Materials](#) [Contact Us](#) [Logoff](#)

## Change Password

Choose your password carefully.

- Password must be changed every sixty (60) days.
- Password must consist of at least eight (8) characters.
- Password must contain at least one upper-case letter, one lower-case letter, one number, and one special character.
- Password must contain a minimum of four (4) changed characters from the previous password.
- Password cannot be changed more than once per day.
- Password must be different from the previous 6 passwords.
- Password cannot contain a reserved word (See Help About This Page for a complete list)

An asterisk (\*) indicates a required field.

Enter your current password: \*

Enter your new password: \*


Re-enter your new password: \*

## Slide notes

When you login, enter your temporary password in the current password field and enter the new password twice.

## Slide 31 - of 62

The screenshot shows the 'Change Password' page of the CMS Workers' Compensation Medicare Set-Aside Web Portal. The page has a blue header with the CMS logo and navigation links: Home, About This Site, CMS Links, How To..., Reference Materials, Contact Us, and Logoff. A 'Skip Navigation' link is also present. The main content area is titled 'Change Password' and includes a 'QUICK HELP' button with a link to 'Help About This Page'. Below the title, a message says 'Choose your password carefully.' followed by a list of password requirements: must be changed every 60 days, at least 8 characters, one upper-case letter, one lower-case letter, one number, and one special character; must contain a minimum of four changed characters from the previous password; cannot be changed more than once per day; must be different from the previous 6 passwords; and cannot contain a reserved word. An asterisk (\*) indicates a required field. The form has three input fields: 'Enter your current password: \*', 'Enter your new password: \*', and 'Re-enter your new password: \*'. A blue arrow points from the 'Continue' button to the first input field. At the bottom are 'Cancel' and 'Continue' buttons.

**CMS** Workers' Compensation Medicare Set-Aside Web Portal 

[Skip Navigation](#)

[Home](#) [About This Site](#) [CMS Links](#) [How To...](#) [Reference Materials](#) [Contact Us](#) [Logoff](#)

## Change Password

[QUICK HELP](#)  
[Help About This Page](#)

Choose your password carefully.

- Password must be changed every sixty (60) days.
- Password must consist of at least eight (8) characters.
- Password must contain at least one upper-case letter, one lower-case letter, one number, and one special character.
- Password must contain a minimum of four (4) changed characters from the previous password.
- Password cannot be changed more than once per day.
- Password must be different from the previous 6 passwords.
- Password cannot contain a reserved word (See Help About This Page for a complete list)

An asterisk (\*) indicates a required field.

Enter your current password: \*

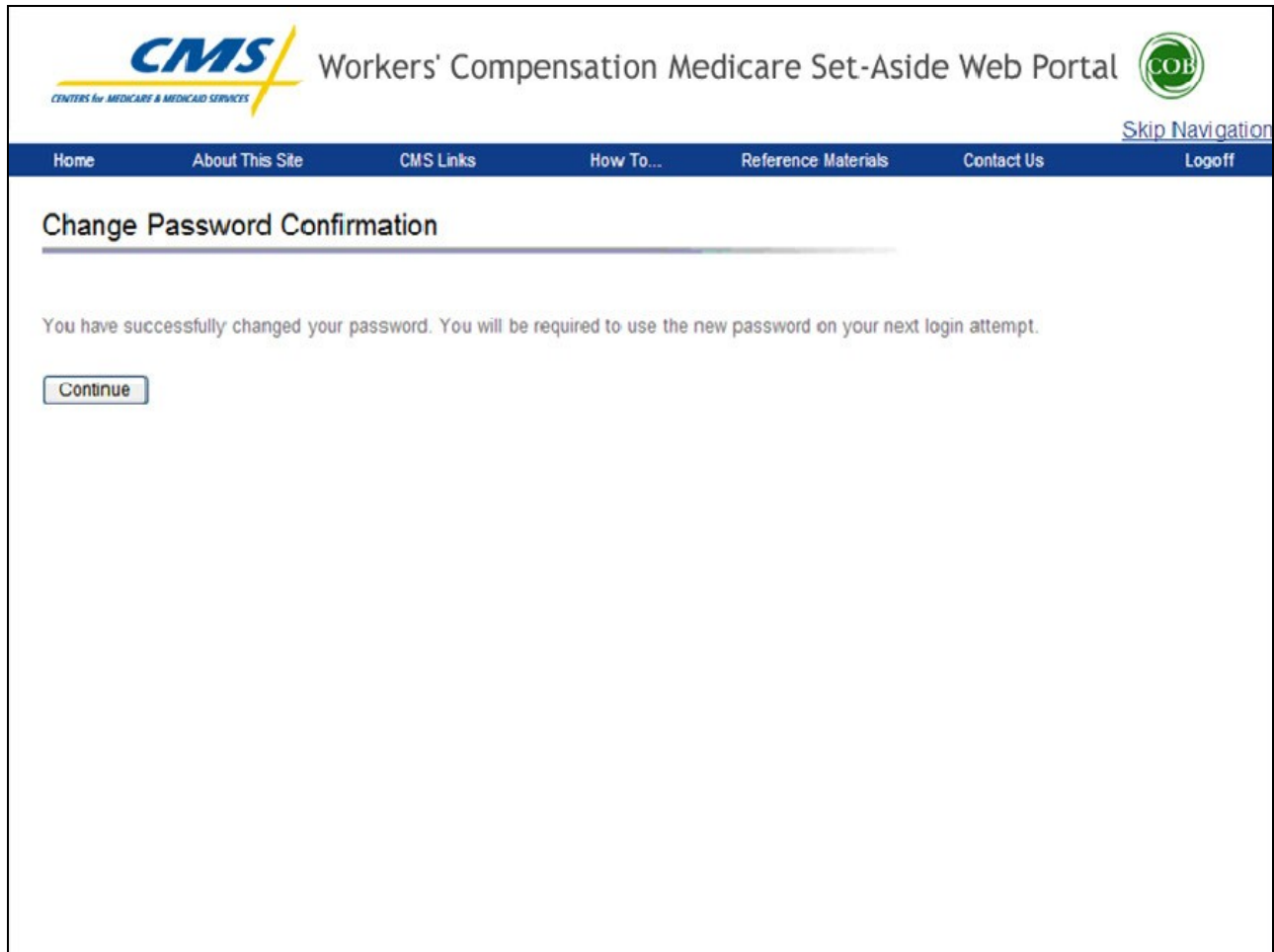
Enter your new password: \*

Re-enter your new password: \*

## Slide notes

Once the passwords have been entered, click Continue.

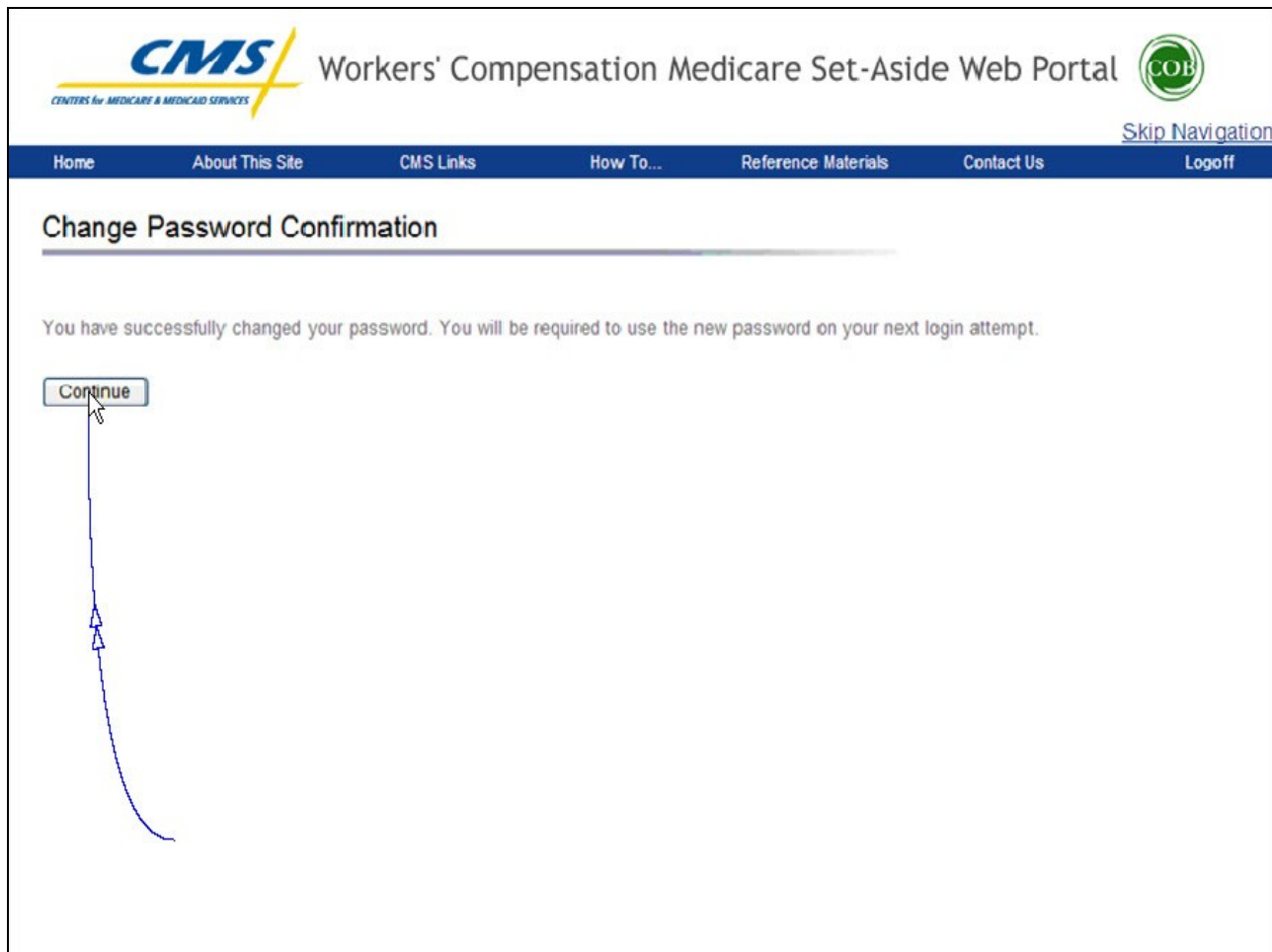
## Slide 32 - of 62



## Slide notes

The Change Password Confirmation page will display, confirming that the password has been modified.

## Slide 33 - of 62

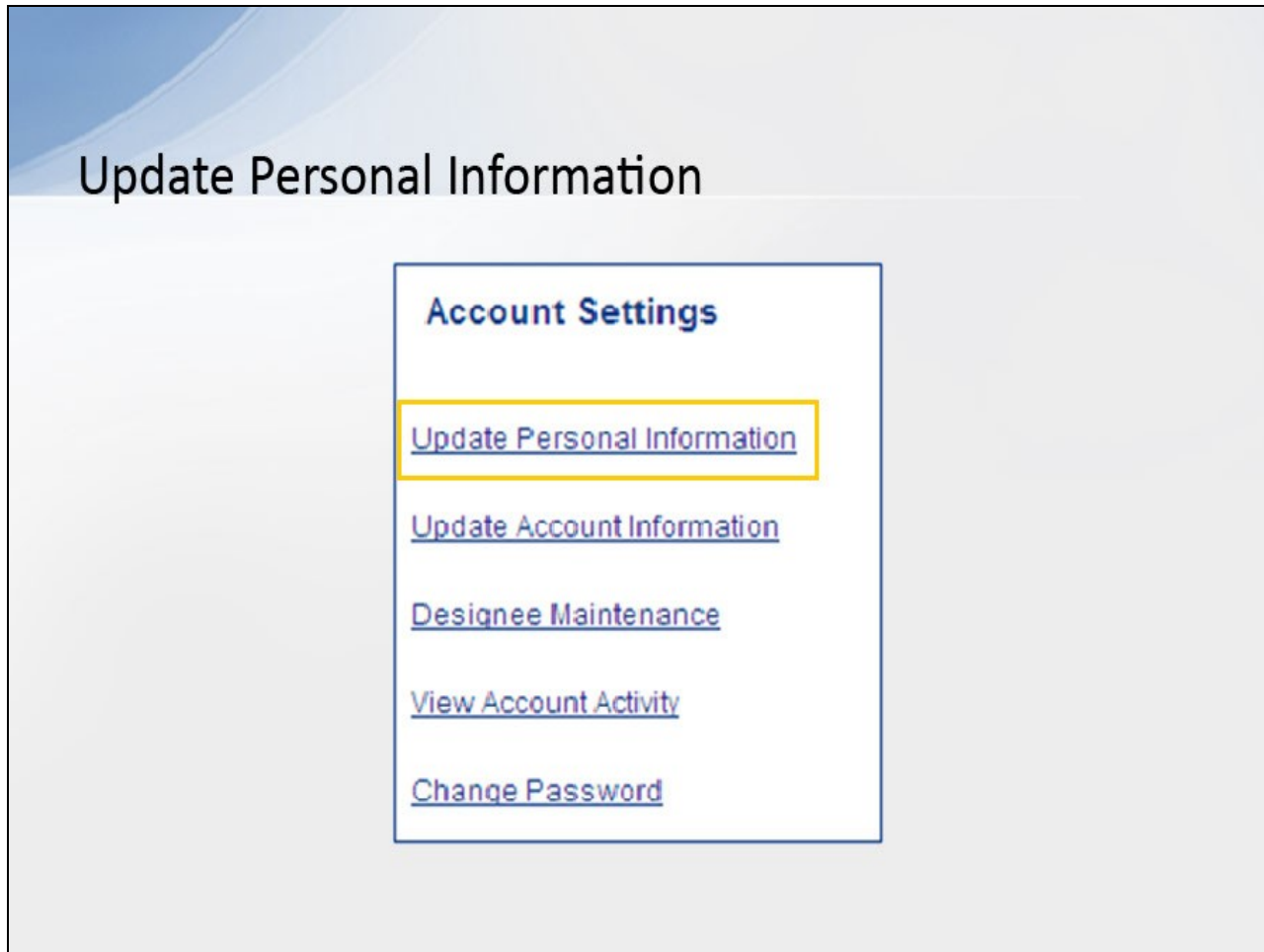


## Slide notes

Use your new password the next time you log into the WCMSAP.


Please note: When you change your password in the WCMSAP, the password will be changed in all Section 111 Coordination of Benefits Secure Web site (COBSW) applications that you are authorized to use.

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**Slide notes**

Click to add notes for the selected slide

## Slide 35 - of 62

**CMS** Workers' Compensation Medicare Set-Aside Web Portal 

[Skip Navigation](#)

[About This Site](#) [CMS Links](#) [How To...](#) [Reference Materials](#) [Contact Us](#)

## WCMSAP

The WCMSAP provides an interface for entry of Workers' Compensation Medicare Set-Aside (WCMSA) proposals. You may use this site to enter the case information directly. The cases and the statuses without View Alert functions are also available at that function.

You may modify Account Settings by clicking the appropriate link under the Account Settings list.

**I'd like to...**

- [Create a New Case](#)
- [Case Lookup](#)
- [View Alerts](#)

The WCMSAP provides users with the ability to change or correct their Personal Information.

Although this information is recorded during your initial registration process, it can be updated and changed, if necessary.

### QUICK HELP

- [Help About This Page](#)
- Account Settings**
  - [Update Personal Information](#)
  - [Update Account Information](#)
  - [Designee Maintenance](#)
  - [View Account Activity](#)
  - [Change Password](#)

**Slide notes**



The WCMSAP provides users with the ability to change or correct their Personal Information.

Although this information is recorded during your initial registration process, it can be updated and changed, if necessary.

To do this, click the Update Personal Information link in the Account Settings box on the WCMSAP Home page.



## Slide 36 - of 62

**Workers' Compensation Medicare Set-Aside Web Portal**

[Skip Navigation](#)

[About This Site](#) [CMS Links](#) [How To...](#) [Reference Materials](#) [Contact Us](#)

## Update Personal Information

An asterisk (\*) indicates a required field.

First Name: \*

FIRST

MI: M

Last Name: \*

LAST

Date of Birth: \*

##### (MM/DD/CCYY)

E-mail Address: \*

AAAAAAAAAA

Re-enter E-mail Address: \*

AAAAAAAAAA

Phone: \*

###

-

###

-

####

- ext.

####

**Mailing Address:**

Address Line 1: \*

AAAAAAAAAAAA

Address Line 2:

City: \*

AAAAAAAAAAAA

State: \*

AAAAAAAAAAAA

Zip Code: \*

#####

-

Previous



Next

**QUICK HELP**  
[Help About This Page](#)

## Slide notes

The Update Personal Information page will display.

## Slide 37 - of 62

**Workers' Compensation Medicare Set-Aside Web Portal**

About This Site   CMS Links   How To...   Reference Materials   Contact Us   [Skip Navigation](#)

### Update Personal Information

An asterisk (\*) indicates a required field.

First Name: \*

FIRST

MI: M

Last Name: \*

LAST

Date of Birth: \*

##### (MM/DD/CCYY)

E-mail Address: \*

AAAAAAAAAA

Re-enter E-mail Address: \*

AAAAAAAAAA

Phone: \*

###

-

###

-

####

- ext.

####

#### Mailing Address:

Address Line 1: \*

AAAAAAAAAAAA

Address Line 2:

City: \*

AAAAAAAAAAAA

State: \*

AAAAAAAAAAAA

▼

Zip Code: \*

#####

-

Previous

Next


QUICK HELP

[Help About This Page](#)

## Slide notes

Users can update any of their personal information except for Date of Birth.

## Slide 38 - of 62

**CMS** Workers' Compensation Medicare Set-Aside Web Portal  [Skip Navigation](#)

[About This Site](#) [CMS Links](#) [How To...](#) [Reference Materials](#) [Contact Us](#)

### Update Personal Information

An asterisk (\*) indicates a required field.

First Name: \*  MI:  Last Name: \*

Date of Birth: \*

E-mail Address: \*

Re-enter E-mail Address: \*


Phone: \*  -  -  - ext.

**Mailing Address:**

Address Line 1: \*

Address Line 2:

City: \*

State: \*  

Zip Code: \*  -

[Previous](#) [Next](#)


**QUICK HELP**

[Help About This Page](#)


## Slide notes

After making any necessary changes, click Next to submit the updated information.

## Slide 39 - of 62




Workers' Compensation Medicare Set-Aside Web Portal

[Skip Navigation](#)

About This Site   CMS Links   How To...   Reference Materials   Contact Us

## Personal Information Update Confirmation

Your information has been updated. Print this page for your records.  [Print this page](#)

**Personal Information**

First Name: FIRST MI: M   Last Name: LAST

E-Mail Address: AAAAAAAAAA

Phone: ###-###-####   ext. ####

**Mailing Address:**

Address Line 1: AAAAAAAAAA

Address Line 2: AAAAAAAAAA

City: AAAAAAAAAA

State: AAAAAAAAAA



Zip Code: #####

[Return to Home](#)

## Slide notes

The system will update your personal information and display the Personal Information Update Confirmation page shown here.


## Slide 40 - of 62

**Workers' Compensation Medicare Set-Aside Web Portal**

[Skip Navigation](#)

[About This Site](#) [CMS Links](#) [How To...](#) [Reference Materials](#) [Contact Us](#)

## Personal Information Update Confirmation

Your information has been updated. Print this page for your records.  [Print this page](#)

**Personal Information**

First Name: FIRST MI: M Last Name: LAST

E-Mail Address: AAAAAAAAAA

Phone: ###-###-#### ext. ####

**Mailing Address:**

Address Line 1: AAAAAAAAAA

Address Line 2: AAAAAAAAAA

City: AAAAAAAAAA

State: AAAAAAAAAA

Zip Code: #####

[Return to Home](#)

**Slide notes**

Click the Return to Home button to return to the WCMSAP Home page.

The system then sends you an e-mail, indicating that your personal information has been changed.

## Slide 41 - of 62

## Update Personal Information

- For changes other than changes to an e-mail address
  - System will generate e-mail to you after personal information has been updated
  - You should notify the COBC if they did not initiate the update

**Slide notes**

For all personal information changes, other than changes to the e-mail address, the system will generate an e-mail message to you after the personal information has been updated.

You will be instructed to notify the COBC if you did not initiate the update.

## Slide 42 - of 62

## Update Personal Information

- For e-mail address change
  - System will ensure new e-mail address is unique
  - Cannot be updated with the e-mail address of a revoked Login ID
  - If e-mail address is acceptable, system will send e-mail to user's old e-mail address
    - User is instructed to click link to proceed with changes
    - User should not click link and should contact the COBC if they did not initiate the e-mail address change
    - If user clicks link, e-mail will be sent to user's new e-mail address

**Slide notes**

When you update your e-mail address, the system will ensure that the new e-mail address is unique within the system.

It cannot be updated with the e-mail address of a revoked Login ID.

If the e-mail address is acceptable, the system will first send an e-mail to your old e-mail address stating that an e-mail address change has been requested.

You will be instructed to click on a link to proceed with the changes, but only if you initiated the change.

You will be instructed not to click the link and to notify the COBC if you did not initiate the e-mail address change.

If you click the link, an e-mail reflecting the change will then be sent to your new e-mail address.



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## Viewing Account Activity

### Account Settings

[Update Personal Information](#)[Update Account Information](#)[Designee Maintenance](#)[View Account Activity](#)[Change Password](#)

Slide notes

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## Viewing Account Activity

- Review activity for Account ID, including:
  - Initial Registration
  - Account Setup (Account Manager Registration)
  - Add Designee
  - Delete Designee
  - Update of Account Information
  - Case Submitted
  - Document Replaced

### Slide notes

All activity performed for an Account ID can be reviewed. Typical activity recorded includes: Initial Registration, Account Setup (Account Manager Registration), Add Designee, Delete Designee, Update of Account Information, Case Submitted, and Document Replaced.

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**CMS** Workers' Compensation Medicare Set-Aside Web Portal **COB**

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## WCMSAP

The WCMSAP provides an interface for entry of Workers' Compensation Medicare Set-Aside (WCMSA) proposals. You may use this site to enter the case information directly. The site also provides the ability to track submitted cases and the statuses without inquiry to COBC or CMS. Case Lookup and View Alert functions are also available. Click the desired link below to perform that function.

You may modify Account Settings by clicking the appropriate link under the Account Settings list.

**I'd like to...**

- [Create a New Case](#)
- [Case Lookup](#)
- [View Alerts](#)

**QUICK HELP**

- [Help About This Page](#)



**Account Settings**

- [Update Personal Information](#)
- [Update Account Information](#)
- [Designee Maintenance](#)
- [View Account Activity](#)
- [Change Password](#)

## Slide notes

Users can view the activity for the WCMSAP account by clicking the View Account Activity link in the Account Settings box on the WCMSAP Home page.

## Slide 46 - of 62

**Workers' Compensation Medicare Set-Aside Web Portal**

HomeAbout This SiteCMS LinksHow To...Reference MaterialsContact UsLogoff

### Account Activity

Account Number: #####

Account Name: AAAAAAAAAAAAA

Below details account activity for the Account listed.  
Please report any discrepancies to the COB Contractor (COBC).

Select Return Home to return to the Home Page.



Activity Date	Activity Description	User
02/15/2010	Account Registration	FIRST LAST
02/20/2010	Account Setup	FIRST LAST
02/20/2010	Designee Invitation	FIRST LAST

Return to Home

## Slide notes

The Account Activity page will display.

## Slide 47 - of 62

**Workers' Compensation Medicare Set-Aside Web Portal**

HomeAbout This SiteCMS LinksHow To...Reference MaterialsContact UsLogoff

### Account Activity

Account Number: #####  
Account Name: AAAAAAAAAA

Below details account activity for the Account listed.  
Please report any discrepancies to the COB Contractor (COBC).

Select Return Home to return to the Home Page.



Activity Date	Activity Description	User
02/15/2010	Account Registration	FIRST LAST
02/20/2010	Account Setup	FIRST LAST
02/20/2010	Designee Invitation	FIRST LAST

Return to Home

## Slide notes

The system provides an Account Activity history page that lists Activity Date, Activity Description and User.

## Slide 48 - of 62

**Workers' Compensation Medicare Set-Aside Web Portal**

HomeAbout This SiteCMS LinksHow To...Reference MaterialsContact UsLogoff

### Account Activity

---

Account Number: #####  
Account Name: AAAAAAAAAAAAA

Below details account activity for the Account listed.  
Please report any discrepancies to the COB Contractor (COBC).

Select Return Home to return to the Home Page.

Activity Date	Activity Description	User
02/15/2010	Account Registration	FIRST LAST
02/20/2010	Account Setup	FIRST LAST
02/20/2010	Designee Invitation	FIRST LAST

Return to Home

## Slide notes

Report any discrepancies to the COBC.

## Slide 49 - of 62

The screenshot displays the 'Workers' Compensation Medicare Set-Aside Web Portal'. The header includes the CMS logo (Centers for Medicare & Medicaid Services) and the COB logo. A navigation bar contains links: Home, About This Site, CMS Links, How To..., Reference Materials, Contact Us, and Logoff. The main content area is titled 'Account Activity' and shows account details for a user with an account number of '#####' and name 'AAAAAAAAAAAA'. Below this, a message states: 'Below details account activity for the Account listed. Please report any discrepancies to the COB Contractor (COBC).' A link 'Select Return Home to return to the Home Page.' is provided. A table lists account activities:

Activity Date	Activity Description	User
02/15/2010	Account Registration	FIRST LAST
02/20/2010	Account Setup	FIRST LAST
02/20/2010	Designee Invitation	FIRST LAST

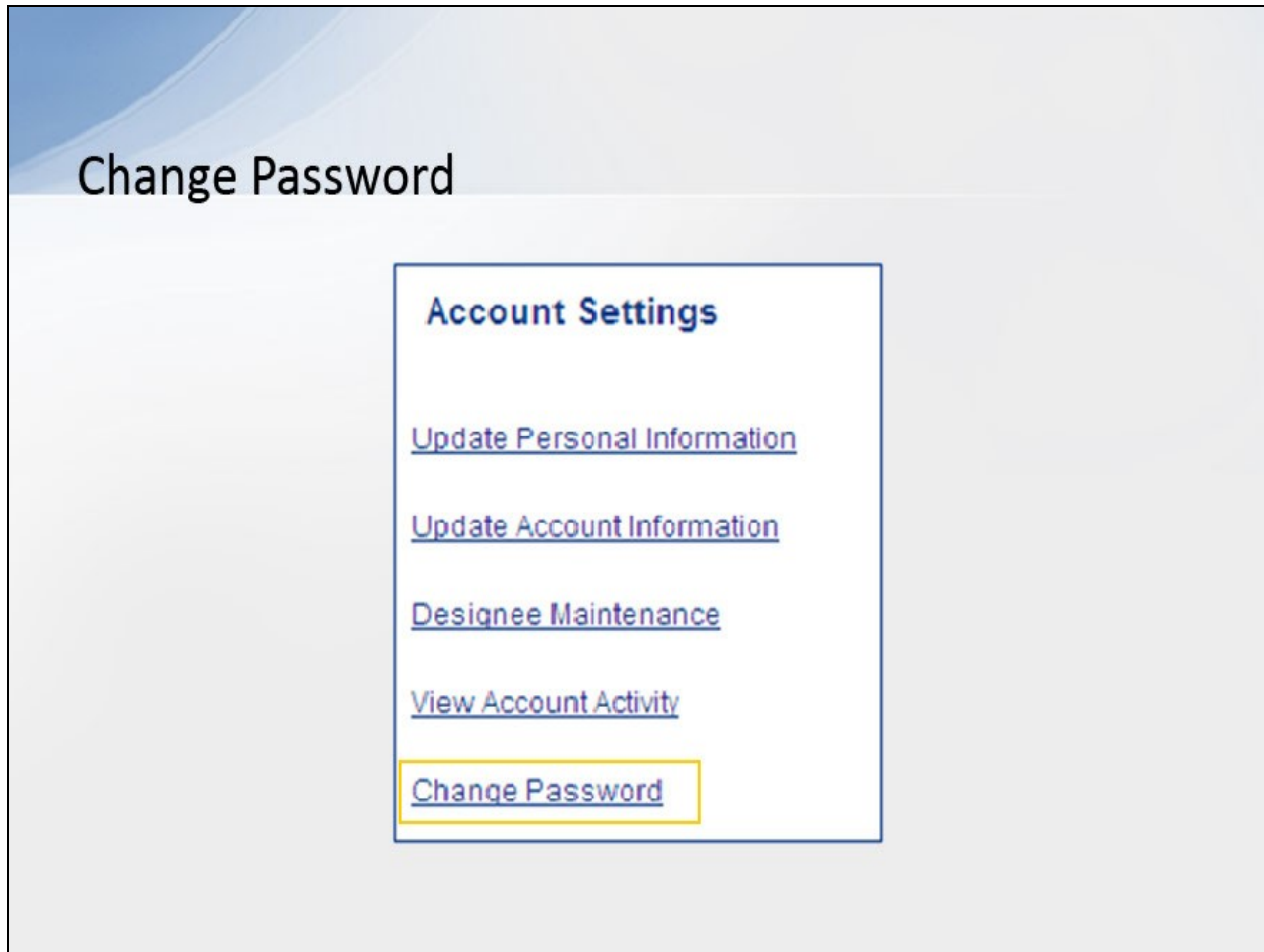
A blue line with arrows traces a path from the 'Return to Home' button (highlighted with a yellow box) to the 'Account Registration' row in the table. The 'Return to Home' button is located at the bottom left of the table area.

## Slide notes

After you have reviewed the account activity, click the Return to Home button to return to the WCMSAP Home page.




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Slide notes

## Slide 51 - of 62

**CMS** Workers' Compensation Medicare Set-Aside Web Portal  [Skip Navigation](#)

About This Site CMS Links How To... Reference Materials Contact Us

## WCMSAP

The WCMSAP provides an interface for entry of Workers' Compensation Medicare Set-Aside (WCMSA) proposals. You may use this site to enter the case information directly. The site also provides the ability to track submitted cases and the statuses without inquiry to COBC or CMS. Case Lookup and View Alert functions are also available. Click the desired link below to perform that function.

You may modify Account Settings by clicking the appropriate link under the Account Settings list.

**I'd like to...**

[Create a New Case](#)

[Case Lookup](#)

[View Alerts](#)

**QUICK HELP**

[Help About This Page](#)

**Account Settings**

[Update Personal Information](#)

[Update Account Information](#)

[Designee Maintenance](#)

[View Account Activity](#)



[Change Password](#)

## Slide notes

The WCMSAP also provides the ability to change your password.

In order to initiate this change, click the Change Password link in the Account Settings box on the right side of the page.

## Slide 52 - of 62

**Workers' Compensation Medicare Set-Aside Web Portal**

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[Home](#) [About This Site](#) [CMS Links](#) [How To...](#) [Reference Materials](#) [Contact Us](#) [Logoff](#)

## Change Password

Choose your password carefully.

**QUICK HELP**  
[Help About This Page](#)

- Password must be changed every sixty (60) days.
- Password must consist of at least eight (8) characters.
- Password must contain at least one upper-case letter, one lower-case letter, one number, and one special character.
- Password must contain a minimum of four (4) changed characters from the previous password.
- Password cannot be changed more than once per day.
- Password must be different from the previous 6 passwords.
- Password cannot contain a reserved word (See Help About This Page for a complete list)

An asterisk (\*) indicates a required field.

Enter your current password: \*

Enter your new password: \*


Re-enter your new password: \*

## Slide notes

The Change Password page will display.

## Slide 53 - of 62

The screenshot shows the CMS Workers' Compensation Medicare Set-Aside Web Portal. The header includes the CMS logo, the portal title, and a COB logo. A navigation bar contains links: Home, About This Site, CMS Links, How To..., Reference Materials, Contact Us, and Logoff. A 'Skip Navigation' link is also present. The main content area is titled 'Change Password' and includes a 'QUICK HELP' button with a link to 'Help About This Page'. Below the title, a message says 'Choose your password carefully.' followed by a list of password requirements: must be changed every 60 days, at least 8 characters, one upper-case letter, one lower-case letter, one number, and one special character; must contain a minimum of four changed characters from the previous password; cannot be changed more than once per day; must be different from the previous 6 passwords; and cannot contain a reserved word. An asterisk (\*) indicates a required field. The form has three input fields: 'Enter your current password: \*', 'Enter your new password: \*', and 'Re-enter your new password: \*'. At the bottom are 'Cancel' and 'Continue' buttons.

**CMS** Workers' Compensation Medicare Set-Aside Web Portal 

[Skip Navigation](#)

[Home](#) [About This Site](#) [CMS Links](#) [How To...](#) [Reference Materials](#) [Contact Us](#) [Logoff](#)

## Change Password

[QUICK HELP](#)  
[Help About This Page](#)

Choose your password carefully.

- Password must be changed every sixty (60) days.
- Password must consist of at least eight (8) characters.
- Password must contain at least one upper-case letter, one lower-case letter, one number, and one special character.
- Password must contain a minimum of four (4) changed characters from the previous password.
- Password cannot be changed more than once per day.
- Password must be different from the previous 6 passwords.
- Password cannot contain a reserved word (See Help About This Page for a complete list)

An asterisk (\*) indicates a required field.

Enter your current password: \*


Enter your new password: \*

Re-enter your new password: \*

## Slide notes


Enter your current password once and new password twice following the listed guidelines then click the Continue button.

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CENTERS for MEDICARE & MEDICAID SERVICES

Workers' Compensation Medicare Set-Aside Web Portal



[Skip Navigation](#)

[Home](#) [About This Site](#) [CMS Links](#) [How To...](#) [Reference Materials](#) [Contact Us](#) [Logoff](#)

## Change Password

Choose your password carefully.

QUICK HELP

[Help About This Page](#)

- Password must be changed every sixty (60) days.
- Password must consist of at least eight (8) characters.
- Password must contain at least one upper-case letter, one lower-case letter, one number, and one special character.
- Password must contain a minimum of four (4) changed characters from the previous password.
- Password cannot be changed more than once per day.
- Password must be different from the previous 6 passwords.
- Password cannot contain a reserved word (See Help About This Page for a complete list)

An asterisk (\*) indicates a required field.



Enter your current password: \*

Enter your new password: \*

Re-enter your new password: \*

## Slide notes

## Slide 55 - of 62

**Workers' Compensation Medicare Set-Aside Web Portal**

HomeAbout This SiteCMS LinksHow To...Reference MaterialsContact UsLogoff

## Change Password

Choose your password carefully.

- Password must be changed every sixty (60) days.
- Password must consist of at least eight (8) characters.
- Password must contain at least one upper-case letter, one lower-case letter, one number, and one special character.
- Password must contain a minimum of four (4) changed characters from the previous password.
- Password cannot be changed more than once per day.
- Password must be different from the previous 6 passwords.
- Password cannot contain a reserved word (See Help About This Page for a complete list)

An asterisk (\*) indicates a required field.

Enter your current password: \*



Enter your new password: \*

Re-enter your new password: \*

**QUICK HELP**  
[Help About This Page](#)

## Slide notes

## Slide 56 - of 62

**Workers' Compensation Medicare Set-Aside Web Portal**

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[Home](#) [About This Site](#) [CMS Links](#) [How To...](#) [Reference Materials](#) [Contact Us](#) [Logoff](#)

## Change Password

QUICK HELP

[Help About This Page](#)

Choose your password carefully.

- Password must be changed every sixty (60) days.
- Password must consist of at least eight (8) characters.
- Password must contain at least one upper-case letter, one lower-case letter, one number, and one special character.
- Password must contain a minimum of four (4) changed characters from the previous password.
- Password cannot be changed more than once per day.
- Password must be different from the previous 6 passwords.
- Password cannot contain a reserved word (See Help About This Page for a complete list)

An asterisk (\*) indicates a required field.

Enter your current password: \*

Enter your new password: \*

Re-enter your new password: \*

\*\*\*\*\*

\*\*\*\*\*

\*\*\*\*\*

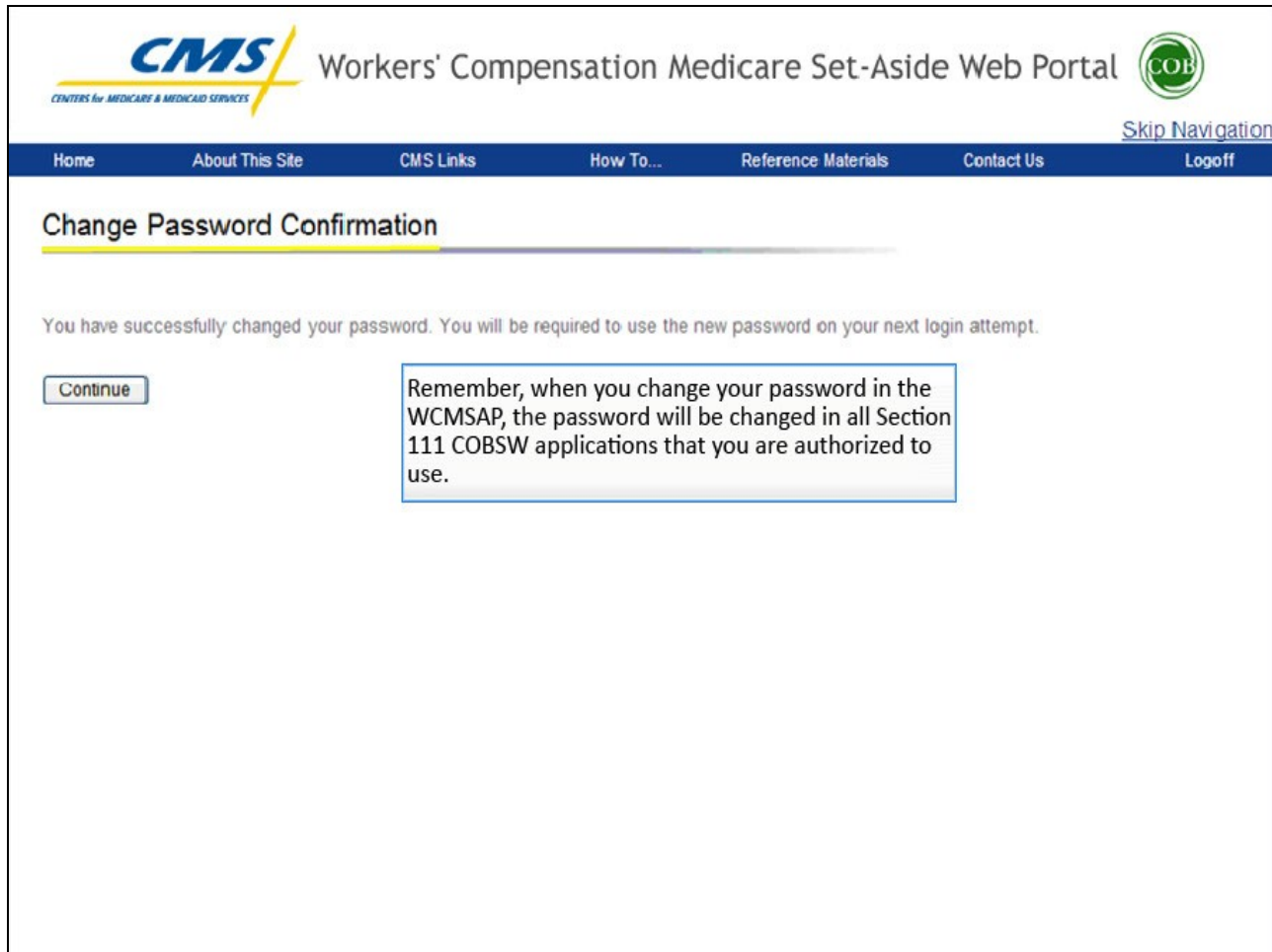
Cancel

Continue

## Slide notes



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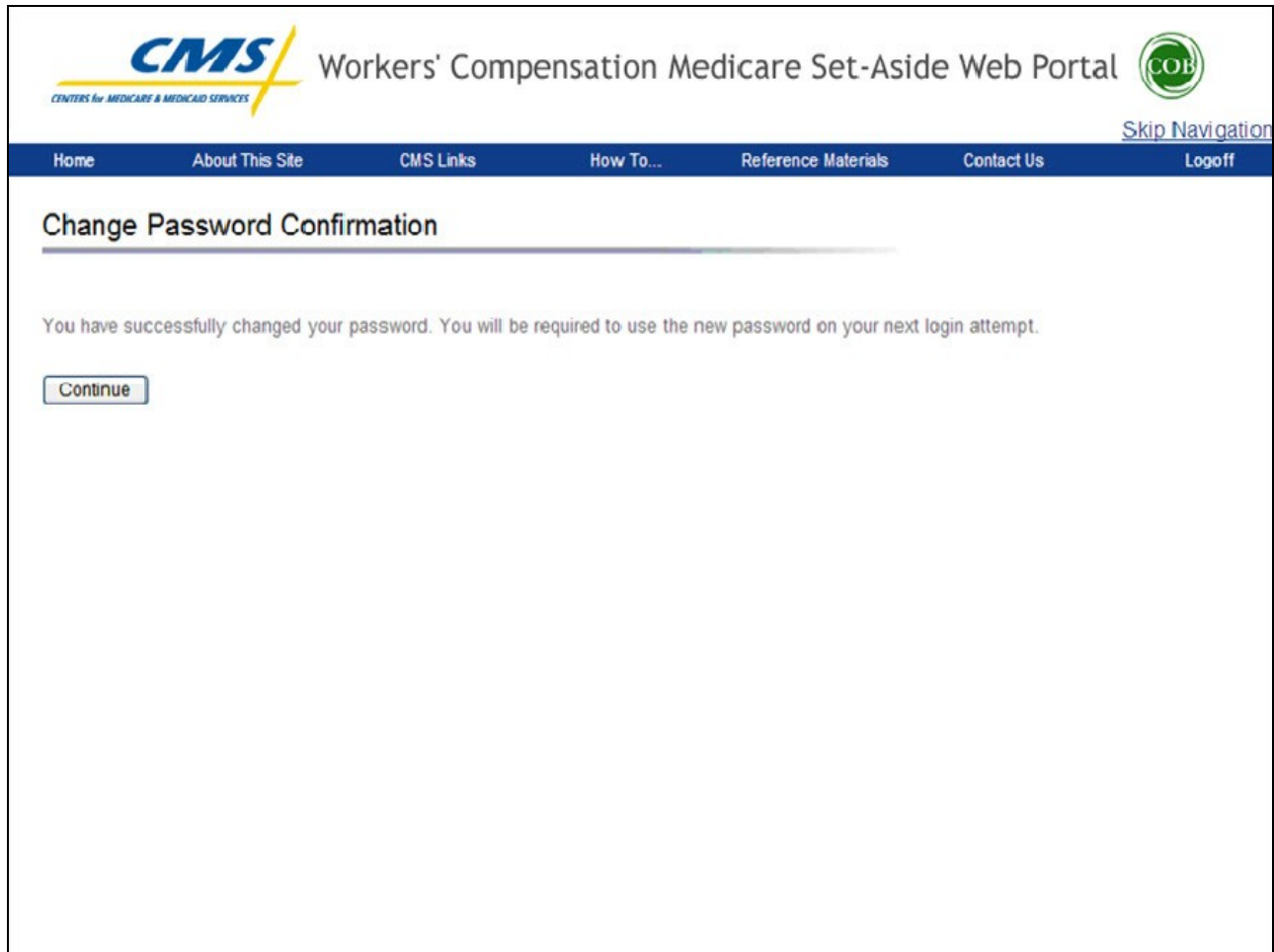
## Slide notes

The system will display the Change Password Confirmation page indicating that the password has been reset.

You will be required to use your new password the next time you login.

Remember, when you change your password in the WCMSAP, the password will be changed in all Section 111 COBSW applications that you are authorized to use.


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## Slide notes

Click Continue to return to the WCMSAP Home page.

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**CMS** Workers' Compensation Medicare Set-Aside Web Portal 

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## WCMSAP

The WCMSAP provides an interface for entry of Workers' Compensation Medicare Set-Aside (WCMSA) proposals. You may use this site to enter the case information directly. The site also provides the ability to track submitted cases and the statuses without inquiry to COBC or CMS. Case Lookup and View Alert functions are also available. Click the desired link below to perform that function.

You may modify Account Settings by clicking the appropriate link under the Account Settings list.

**I'd like to...**

- [Create a New Case](#)
- [Case Lookup](#)
- [View Alerts](#)

### QUICK HELP

- [Help About This Page](#)


### Account Settings

- [Update Personal Information](#)
- [Update Account Information](#)
- [Designee Maintenance](#)
- [View Account Activity](#)
- [Change Password](#)

## Slide notes

The WCMSAP system will allow you to exit the system and terminate your session at any time. Simply click the Logoff link at the top of the page.

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**Workers' Compensation Medicare Set-Aside Web Portal**



**Login Warning**

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**UNAUTHORIZED ACCESS TO THIS COMPUTER SYSTEM IS PROHIBITED BY LAW**

This web site is maintained by the U.S. Government and is protected by federal law. Use of this computer system without authority or in excess of granted authority, such as access through use of another's Login ID and/or password, may be in violation of federal law, including the False Claims Act, the Computer Fraud and Abuse Act and other relevant provisions of federal civil and criminal law. Violators may be subject to administrative disciplinary action and civil and criminal penalties including civil monetary penalties.

For site security purposes we employ software programs to monitor and identify unauthorized access, unauthorized attempts to upload or change information, or attempts to otherwise cause damage. In the event of authorized law enforcement investigations, and pursuant to any required legal process, information from these sources may be used to help identify an individual and may be used for administrative, criminal or other adverse action.

**Privacy Act Statement**

The collection of this information is authorized by 42 U.S.C. 1395y(b)(5). The information collected will be used to identify and recover past mistaken Medicare primary payments and to prevent Medicare from making mistakes in the future for those Medicare Secondary Payer situations that continue to exist.

**Attestation of Information**

I have submitted all relevant information obtained and/or have knowledge of regarding this claimant, that was generated at any time on or after the Date of Incident (DOI) for the alleged accident/illness/injury/incident at issue, and has been included as part of this submission of the proposed amount for this WCMSA to the Centers for Medicare & Medicaid Services.

The information provided is complete, truthful, accurate, and meets all requirements set forth to use this process; and, I have read and understand all of the Centers for Medicare & Medicaid Services information at <http://www.cms.gov/WorkersCompAgencyServices/>

LOG OFF IMMEDIATELY if you do not agree to the conditions stated in this warning.


[I Accept](#)

[Decline](#)


## Slide notes

When you click the Logoff link, you will be returned to the Login Warning page.


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**Workers' Compensation Medicare Set-Aside Web Portal**



**Login Warning**

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[I Accept](#)

[Decline](#)

## Slide notes

Once this page displays, you may close your browser.

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You have completed the Login and User Maintenance course. The information in this course can be referenced by using the document at the link below:

<http://cob.cms.hhs.gov/WCMSA/help/userManual/WCMSAUserManual.pdf>

## Slide notes